

*October 1959
to
December 1968*

October 20, 1959

All members of the library trustees and the librarian met for the October meeting.

Secretary's report was read and accepted. Notice was sent to the Town Office. Treasurers report--Expenses to date have been \$1561.59. Balance on hand \$869.98. Spent on books to date \$422.

Building and grounds--Work on the sewer is complete.

Librarian reported she attended the meeting of the Conn. Valley Library Club

Oct. 15th. A package of 25 books came from Library Bookhouse to be placed on display for National Book Week, November 1-7.

Book committee--met as usual.

Finance committee--no report.

Public Relations--Mr Scott spoke about recent Library meetings.. A meeting of the Public relations committee will be called to plan for National Book week.

Old Business--A letter was read from Cal Cameron about the school on Catamount, also two letters regardint the Encyclopedia Britanica as to what price might be received. Mr Scott has the folder for the mothly letter and bulletin, also covers for the Esays.

New Business--After listening to the report, the motion was made to accept

Mr. John B. Friend's offer to do over the bookcase upto \$25 work on it plus \$3 for trucking, then let the trustees know how much more it will cost to finish the work, so it can be decided what to do about it. The motion was carried.

The next meeting will be November 17th.

Meeting adjourned,

Margaret T. Cromack
Secretary

November 17, 1959

Four members and the librarian were present at the Nov. 17th meeting of the Library Trustees.

Secretary's report was read and accepted. Notice of meeting was sent to the Town office.

Treasurer reported \$1168.37 balance on hand. A Government Bond will be coming due in Feb. 1960. This is to be brought up at the next meeting. Motion was made and carried to ask \$1000 plus Dog Tax receipts from the town to finance the library for the coming year.

Librarian's report.--The book committee met as usual. First four grades came to the library during National Library Week to hear Mrs Rowe. The other four grades are to come Nov. 19th.

Building and Grounds committee--The door to the library has been bothering about sticking.

Finance committee--No report.

Public relations--No meeting was held but arrangements were made by phone for the school children to come to the library.

Old Business--Mr. Scott has talked with Mr. Friend. He has nearly completed \$25 worth of work on the bookcase. Mr. Friend is to notify him when that amount is completed.

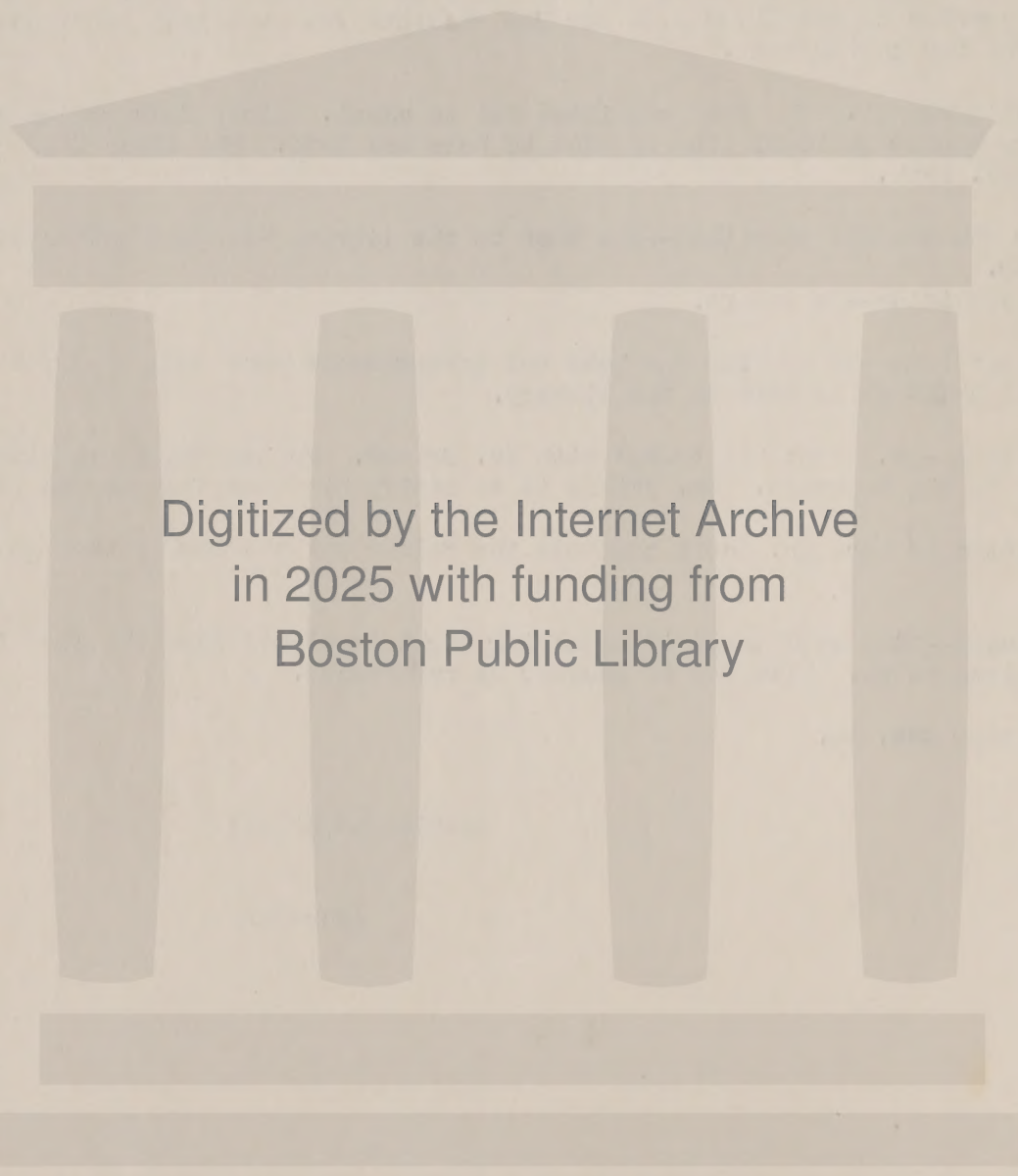
It was voted to have Mr. Scott continue the folder for the News letter and bulletin.

New Business--Miss Read asked if something might be placed near the card file on which to place books, while one is looking up references.

Next meeting Dec. 15.

Meeting adjourned

Secretary



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To the Trustees of Griswold Memorial Library:

Herewith is submitted the report of the Librarian for the year ending December 31, 1959.

The Griswold Memorial Library was open 101 days of 5 1/2 half hours each in 1959. The Library circulation was: adult books 2809, juvenile, 2934, a total of 5743. The Bookmobile reported its circulation as, adult, 2050, juvenile, 2820, its total 4870. The total circulation of Library and Bookmobile was 10,613. A succession of stormy days in the late Fall affected the Library circulation. There were 32 new registrations of borrowers.

Of the new books added to the Library 66 were non-fiction, 73 fiction and 86 juvenile, a total of 225 volumes. Of this number 34 were gifts, and 11 were replacements. As there were 39 discards the ~~xxx~~ gain to the Library was 186 books. The Library collection now stands at 7839.

Among the Library donors were books given by Mr. and Mrs. Albin Johnson, Richard Winston, Clarke Maynard of Wilmington, Delaware, the Ladies' Aid and the Gleaners of the Congregational Church, Mrs. Edith Scott and several from publishers. Royal Davenport of Kensington, Maryland, a former Colrain resident sent the Library back volumes of the American Heritage Magazine covering two years. This gift was much appreciated.

The children of Central School, encouraged by their teachers, are still much interested in reading for State certificates and in 1959 the following were given to readers. Grade IV-31 Five-book and 2 Honor; Grade V-45 Five-book and 3 Honor; Grade VI-58 Five-book and 9 Honor; Grade VIII-27 Five-book and 1 Honor, a total of 161 Five-book and 15 Honor certificates.

The High school students are making good use of the Library, looking for material needed and books for required reading. Several come to study and in the evening and to use the reference books.

April 12-18 was National Library Week observed by libraries all over the United States. The children of Central School helped the Library to note the occasion by taking part in an essay contest. This project was sponsored by the P.T.A. and the Grange. The lower grades wrote about a favorite book or story and the upper grades had as a subject "What the Library Means to Me". The winner in each grade was given a book as a prize. On Saturday evening of Library Week parents and children gathered at the Library, the prize winners read their essays and were given their books. Two movies were also shown. Posters made by grades five, six and eight were on display. All the essays written are now in a Library scrap-book.

In May the Connecticut Valley Library Club held its Spring meeting at the Colrain Library. An interesting program was given and luncheon was served by the women of the Congregational Church. At the Library Club's Fall meeting in Deerfield Colrain Library was represented by Mr. Byron Scott and the Librarian.

Mrs. Marianna Rowe of the Regional Library staff came in November and told stories and gave book reviews to all the Central School grades. Two mornings were given for these talks. Grades 1-4 came one morning, grades 5-8 another day. This was in observance of Children's Book Week, November 1-7.

The railing for the Library steps is much appreciated by the Librarian and others and will be a help to many in rainy and stormy weather. Another book-case has been acquired for the stack-room and will soon be filled with books from the crowded shelves.

The Librarian wishes to thank the Trustees for their co-operation and help in the work of the Library.

Respectfully submitted,

Jennie M. Read
Librarian.

"TEACHER-LIBRARIAN COOPERATION IN THE USE OF THE SMALL PUBLIC LIBRARY"

The Connecticut Valley Library Club voted unanimously at its fall meeting to submit a list of specific recommendations to area teachers and librarians. Mr. Paul Seamans, President of the Franklin County Teacher's Association has offered to share with the rest of you these recommendations. This list was compiled by the sixty four librarians and library trustees present at the meeting, after hearing a panel of speakers consisting of four teachers and one librarian. We feel that the desire of teachers and librarians to work more closely together is one of the best means for modern education in Franklin County.

TEACHERS are invited to:

1. Become fully acquainted with the resources (funds, collections, and hours) of their local public library.
2. Notify librarian in advance of required reading lists and reference books.
3. Notify librarian in advance of special projects and study topics. (This gives the librarian an opportunity to organize related materials for immediate use.)
4. Reserve books before assigning topics to class.
5. Emphasize a thorough understanding of the alphabet as an aid to the use of library resources.
6. Send summer reading lists in advance to local library.
7. Consider including instruction in reference and research in English courses.

LIBRARIANS are invited to:

1. Confer periodically with school principals and teachers to determine school book needs.
2. Explain the use of the card catalogue to class groups, followed by a conducted tour of the library.
3. Have conferences with teachers for substitutions of similar materials.
4. Encourage teachers to submit lists of books to be added to the library collection.
5. Conduct book review sessions for each class at least once a year.
6. Request trustees for sufficient funds to provide for school needs.
7. Make bibliographies on request.

THE CONNECTICUT VALLEY LIBRARY CLUB
October - 1959

Dec. 15, 1959

The Library Trustees met Dec. 15th with 5 members & the librarian present.

The secretary's & treasurer's reports were read & accepted. Report of balance of \$958.25. Amount paid for books is \$580.86 to date. The warrant was signed.

The Librarian reported the four upper grades came for book reports. The weather on library days has been very poor. There was no meeting of the Book Committee for Dec.

Buildings & Grounds - Rockwell Donelson planed off some on the door so it would not stick.

Finance Committee - A Series G Bond due in Feb. 1960 - 2½%, Gov't gave one week to decide to change that for one due in 1964 at higher rate. Motion was made that the board give permission that this change be made. Motion was carried.

Public Relations - Nothing

Members whose terms expire were contacted regarding running for another term. Earl Lowell will be a candidate. Van Hopps is willing to be nominated in place of Margaret Cromack who does not wish to be a candidate for re-election.

Old Business - The book case is here & needs a final coat of varnish. It will cost about 3 or 4 dollars to finish the work. Completed it will cost under \$30.00. The Encyclopedia Britannica can be sold to a Chicago firm for \$15.00 but we would have to pay shipping charges. The motion was made to sell the set to Mr. Snively for \$12.00. Motion was carried.

New Business - The Bertha Read Memorial Fund Committee has disbanded. The balance of \$9.64 from that fund is being turned over to the Library. The motion was made & carried to accept this money with thanks. A tentative list of new goals to be met will be presented after the annual meeting.

Motion was made & carried that the Library be closed Sat. Dec. 26th, & it should be considered a paid holiday for Miss Read.

Margaret Cromack, Sec.

MINUTES of the January 19, 1960 meeting
of the
Board of Library Trustees
Griswold Memorial Library
Colrain, Mass.

The regular meeting of the Board of Trustees was held in the library, January 19, 1960. Those present were Miss Call, Miss Read, Miss Gammell, Earl Lowell, and Byron Scott. Euelah Gammell and Margaret Cromack were absent.

The Chairman, Mrs. Call, appointed Byron Scott to act as secretary in the absence of Mrs. Cromack.

The minutes of the December meeting ^{Call} were read and accented.

The Treasurer's report was read and accented. The treasury balance as of January 1, 1960, was \$958.63. The Treasurer presented a thirteenth warrant to cover current bills, leaving a treasury balance of \$874.32 as of January 6, 1960. The Treasurer also reported that the recently purchased Government Series G Bond would yield 4 3/4 % interest, and would mature in 1964.

The Librarian's annual report to the Board was read and accented with much appreciation. The Treasurer was thanked for his annual report. Both reports had appeared in the Recorder-Gazette for the benefit of the general public.

Miss Read reported that the Book Committee had their regular meeting with Miss Call and the Board. The committee for the 1960 Book Committee, consisting of Miss Call, Miss Read, Miss Gammell, and Miss Cromack, did not wish to serve, and those who were leaving were Miss Gammell and Miss Cromack. Suggestions for new members would be welcome from the Librarian and the Board.

The Building and Grounds Committee and the Finance Committee, had no reports.

The Public Relations Committee reported that a meeting would soon be called to arrange for a program observing National Library Week, to be held during the week of April 3-9, 1960.

Old Business:

It was noted that Mr. Friend had finished work on the new bookcase. After the bookcase was remodeled and assembled, it was found another row of shelves would be needed. This matter was referred to the Building and Grounds Committee. The committee will study the plans and report to the Board.

New Business:

Miss Read and Byron Scott were authorized to list a set of suggested goals to be met in 1960, with the purpose of improving library service and meeting the needs of the community.

House Bill no. 2275 (State Aid to Mass. Public Libraries) was discussed by the Board. It was decided that each member would send their suggestions to the bill, and the bill would be presented to the legislators for their consideration.

Meeting ~~was~~ adjourned.

Respectfully submitted,

Byron M. Scott

Feb. 16, 1960

Five members, including the new trustee Van B. Hopps & the librarian were present for the Feb. 16th meeting.

Secretary's & treasurers reports were read & accepted. the following officers were elected for the coming year:

Helen Call - Chairman
Rockwell Donelson - Treasurer
Beulah Gammell - Secretary

The rest of the committees were deferred until the chairman was present.

Buildings & ground committee - Typewriter is in need of repair & also an electric switch. A footrest & shelf to hold books in reserve has been made by Earl Lowell.

Public Relations Committee met & made the following report:

1/ On Feb. 1st, the story of the new set of shelves was published in the Recorder. Elaine Fairbanks wrote the story & Van Hopps furnished the photograph. This project was planned to encourage the trustees of other small libraries with limited funds to arrange for similar equipment needs.

2. The committee met Saturday, Feb. 13th and made plans for the observance of Nat'l. Library Week to be held April 3-9.

It was voted to purchase posters & book markers for Nat'l. Library Week

Suggested Goals for 1960

1. Library to open at 1:30 each Tuesday during school session to accommodate pupils from Colrain Central School.

2. The Librarian & members of the Book Committee request two additional members. The committee as a whole plans to organize their work to meet the needs of the community & to work toward a balanced collection of books.

3. The Librarian & Assistant Librarian plan to mount shelf labels & various signs to facilitate the use of the library in general.

4. Trustees to arrange for equipment to meet the library needs.

5. All library groups to encourage a wider use of materials available in the library to the public in general.

It was voted to put into effect goals (1) & (2).

Beulah Gammell, Secretary

March 15, 1960

Five members and the librarian were present for the March 15th meeting. The secretary's & treasurers reports were read & accepted. The electric switch has been repaired. The following committees were appointed by the chairman:

Finance Committee: Rockwell Donelson, Helen Call & Beulah Gammell.

Buildings & Grounds: Rockwell Donelson & Earl Lowell

Book Committee: Helen Sewall, Beulah Gammell, Mary Elizabeth Snively, Mrs. Lyndal Dennison, Mrs. Dorothy Quinn, Fred Urban, Mrs. Evelyn Pennegar & Rev. Ivan Crossman *Rev. Raymond Miller*

Public Relations: Byron Scott, Van Horps, Elaine Fairbanks, Mrs. Evelyn Pennegar & Helen Call.

One full share plus $\frac{15}{100}$ was received from First Penn. Bank & Trust Co.. It was voted to sell the partial ~~share~~ ^{share}.

The Public Relations committee has arranged a program for Nat'l. Library Week. This will be held at the Colrain School Thursday April 7th at 9:30 a.m., sponsored by the Colrain Grange & the PTA.

A letter was read re: the Third Annual Town & County Conference to be held in Maher Regional High School in Orange on ~~April~~ 2nd. It was voted to send \$1.00 for postage costs.

It was voted to investigate & purchase material for shelves to complete the new book case.

Beulah M. Gammell, Sec.

April 19, 1960

Four members & the librarian were present for the April 19th meeting. Secretary's & treasurers reports were read & accepted.

The shelves for the new bookcase have been installed & the new case is now in use. The shelf labels are being mounted. A thank you note was sent to Shaw Florist for bouquet given to the Library for Nat'l. Library Week.

The Town & County Conference held in Orange was commented on by Byron Scott.

PUBLIC RELATIONS:

Between March 15 & April 19, the public relations committee has accomplished the following items:

1. NLW program held on April 7 at Colrain Central School as planned.

2. Local NLW publicity forwarded to state headquarters as requested.

3. Compiled scrap book of all NLW programs given Franklin County

4. Summary of NLW programs given in Franklin County submitted to the Recorder Gazette, Franklin County Review & the Bay State Librarian. The summary was written by Elaine Fairbanks.

5. Thank you notes written to sponsoring organizations.

It was voted to give permission to Colrain TV group to cross Library property & set a pole if necessary, with the approval of the Building & Grounds committee

Beulah M. Gammell, Sec

MINUTES
of
Trustee's Meeting

Griswold Memorial Library

June 21, 1960

The Trustees of Griswold Memorial Library held their regular monthly meeting in the library, June 21, 1960. Those present were Helen Call, Rockwell Donelson, Earl Lowell, Byron Scott and Miss Read.

The Secretary's report for the April meeting was omitted due to the absence of the Secretary, Buelah Gammell. Byron Scott was appointed Secretary pro tem.

The Treasurer's report was read and accepted.

Miss Read reported that three members were present at the last Book Committee meeting. Mrs. Pennegar reported on the lecture "How to Build a Book Collection and Keep it Alive", that was given at the Mass. Library Association meeting held in North Hampton in May. Miss Read cancelled Book Committee meetings during July and August. Miss Read also reported that Mrs. Goodell asked about having a book receptacle installed outside the library to receive books on off library days. This suggestion was passed on to the Trustees for consideration.

The Building and Grounds Committee reported on the request made earlier by the community television committee to have a pole placed in the ground back of the library to support wiring. Said pole to be placed about 30 feet back of the library midway between two elm trees. The Trustees agreed this would be all right.

No Finance Committee report.

Public Relations Committee report given. (see attached)

Old Business:

1. A card and label holder has been ordered for the librarian's typewriter, which will eliminate "card slipping" difficulties while processing catalog cards.
2. Cal Cameron sent his published version of the flag raising on Catamount at the old log school house. This story was put in the Trustee's reading folder for all to read.

New Business:

1. A lengthy discussion was held on House Bill 3162 (formerly H 2275). This bill is now before the Senate Ways and Means Committee. A letter was read from the MLA Legislative Committee requesting Trustees to contact their Senators to support the bill. The Trustees present at this meeting voted to send a letter to Senator Mahar advising him NOT to support the bill. (see copy attached)

Meeting adjourned until September 20.

Respectfully submitted
Byron N. Scott, Sec. pro tem

Report of the Public Relations Committee
of
Griswold Memorial Library
June 21, 1960

Since the April 19, 1960 Trustees meeting, the members of the Public Relations Committee, have participated in the following events:

1. Byron Scott was a member of a Trustees panel for the program given by the Wachuset Library Club in West Townsend on April 28. The theme of the program was "This Business of being a Trustee". One hundred and twenty five people were present.
2. The Connecticut Valley Library Club held their spring meeting in Buckland on June 2. Miss Jennie Read, Edith Scott and Byron Scott represented Griswold Memorial Library.
3. A work shop for Trustees and Librarians was held in the Greenfield Library on June 14 to make poster displays of trustee activities in Franklin County. Elaine Fairbanks wrote the publicity. Mr. Van Buren Hopps did the lettering for the Griswold Memorial Library poster, and several others including posters ~~for~~ featuring the Connecticut Valley Library Club, Town and County Conference. Thirteen posters were made at the workshop, and sent to Montreal to be shown at the Trustees Section of the American Library Association, June 19-25.

Respectfully submitted

Byron N. Scott, Chairman
Public Relations Committee
Griswold Memorial Library

Colrain, Massachusetts
June 27, 1960

Senator Ralph C. Mahar
125 Fountain Street
Orange, Massachusetts

Dear Senator Mahar:

The Board of Trustees, Griswold Memorial Library, Colrain, Mass., recommend that you do NOT support H 3162, State Aid to Massachusetts Libraries.

This decision was reached at the last regular meeting of the Board on June 21, 1960, after serious consideration and much discussion, and included the findings of previous discussions of this same bill when it was H 2275.

Our decision is based on the following reasons:

1. Section I (a) means that our library (town under 2,000 population) would receive a maximum of \$500.00. This sum would not increase our funds enough to enable us to meet the minimum standards as stated in Section III, c and d.
2. We feel that local trustees should determine minimum hours and qualifications for library personnel, rather than the Board of Library Commissioners as stated in Section III.

Respectfully yours,

Mrs. Helen Call, Chairman
Board of Trustees
Griswold Memorial Library
Colrain, Massachusetts

Sept. 20, 1960

Four trustees & the librarian were present for the Sept. 20th meeting. The secretary's & treasurers reports were read & accepted.

Librarians Report: Miss Read reported on the summer reading list with approximately 2/3 of the books on the list available at the Library. More of the books have been purchased.

Buildings & grounds: ~~XXXXXX~~ A leak in the roof reported. Broken moulding in window leading to balcony in the reading room.

Book committee: A meeting was held with 5 members present.

Public Relations: (Attached)

Old Business: Card & label holder installed on typewriter.

New Business: A card was rec'd. re: the 200th anniversary of Colrain. Helen Call will represent the Library at the Sept. 27th meeting.

A letter was read from the Catamount Hill Assoc. re: disposition of articles of historical value pertaining to the history of Colrain. Helen Call will approach the Town Selectmen re: this.

The next meeting will be Oct. 18th

Beverly Hammett

Report

Public Relations Committee

Trustees Meeting, Griswold Memorial Library

September 20, 1960

During the months of July and August, and September to date, the following items have been considered by the members of the Public Relations Committee, Griswold Memorial Library:

1. The chairman, B. N. Scott attended the courses in library science given at the University of New Hampshire, July 5, to July 22. As one result of the sessions, a manual was compiled ~~showing~~ giving the over-all operation of Griswold Memorial Library, including the major library techniques as practiced here. The purpose of this manual is to provide a basis of operation for the Librarian, the Ass't Librarian, and any new staff members in the future. The manual was edited by Miss Read and found satisfactory.
2. Many letters of appreciation were received regarding the poster exhibit made by the Trustees of Franklin Co., and shown in Montreal at the ALA meeting. Much credit goes to Mr. Hopps for doing the lettering on many of the posters.
3. The report of National Library as written by Elaine Fairbanks was published in the July 1 issue of the Franklin County Review.
4. Byron Scott attended the Catamount Hill Association meeting held at the Grange Hall in August, and reported on the "Flag Story" as written by Cal Cameron. ~~Sept. 7~~
5. On August 21, telegrams were sent to Rep. Conte in Washington to support legislation extending the Library Services Act. It was learned later that the LSA passed by an overwhelming majority in both the Senate and the House, and was awaiting the signature of the President. (Money from this legislation furnishes 50% of the operating cost of the Regional Library Center in Greenfield, including the bookmobile services.)
6. Barbara Bishop and Byron Scott attended a meeting of the MLTA Executive Board in Fitchburg, Wednesday Sept. 14. At this meeting, plans were made for area Trustees meetings, and the annual MLTA meeting to be held October 8, in Swamscott at the Ocean House. It was learned at this meeting that the bill for State Aid to public libraries in Mass., known in turn as H2275, H3162, and S692 is still in committee, and will probably not be passed.

Descendants of Otis Josiah Davenport
and
Sarah Fidelity (Johnson) Davenport

Property in custody of Gladys Fidelity Davenport Hall, Chairman
Historical Committee

Large Family Bible, owned by Edward J. Davenport (Otis' father)
Small Bible, owned by Deacon Jonathan Johnson, (Sarah Fidelity's father)
(printed, 1844).
Testament & Psalms, owned by Amos Howard D., (grandfather of Ferrel &
John Davenport) Given us by John's widow, Ann Davenport.
New Testament, owned by Otis J. Davenport
New Testament & Psalms, owned by Sarah Fidelity Davenport

A few dozen stanzas, with words and music by Clara Fidelity Davenport
Purinton - most of them are hymns. Also poems written by her.

Poems written by Rev. Wm. H. Davenport, also some by Sarah Fidelity
Davenport.

Household pieces of wood from the first log house built in Colrain by
Davenports - (which was built by Joseph (Edward's father) the year
after he had his five eldest children, including Ed and, came by
ox-draw from Dorchester to the site of the present Walcott Lively
Farm). House built in 1781.

Two burnt wood plaques made by Rev. Wm. H. Davenport on pieces of wood
from the old log house mentioned above. One has a verse for the
New Year, the other depicts the "Rock of Ages".

Old Foot Stove (often taken to church to warm feet).

Metal scissors used to cut wicks in making tallow candles. (Dad's).

Jewelry: Silver Watch Chain & Charm that was Otis D's; A stick pin made
from a shirt button steel of Otis'; Watch chain made from a chain, that
was Albert Otis Davenport's.

Many deeds and legal documents that were Edward's and Otis'. Also many
membership certificates and programs, etc. in re: Agricultural
Societies, Granges, Church, etc. Otis' Certificate of Appointment as
a Justice of the Peace.

About 10 of Otis' diaries kept until his death, Sept. 6, 1780. Annual
diaries of Albert O. Davenport from early life until death.

A section of the original diary of Rev. Edward J. Davenport (who preached
at Christian Hill Baptist (2nd Baptist) Church of Colrain approximat-
ly 35 years), and who travelled on horseback to New York and Penna.
doing evangelistic preaching as a home missionary. This gives an
account of some of his missionary journeys.

(over)

Antique Periodicals:

First issue of "The Faithful Witness" (Baptist magazine), then known as "The Christian Witness". Date of issue, May 29, 1819. Also a few old "Gazette & Couriers" of 1875, 1878 & 1880, etc. An Iowa paper, and a few others.

Many personal letters written by Otis Josiah Davenport to his wife, and some replies, while serving as a representative in Boston. Also letters to their children away at school, etc.

A paper written by O. J. D. entitled, "Pursuances & Education".

Two small cards and certificates of merit used in Day school and Sunday School for the children.

A Sunday "Gospel Herald" book with words and music. (1833).

A number of "Baptist Magazine" (1827).

A photograph of Deacon Jonathan Johnson in oval dark frame (18" diam).

Many photos of Otis, Sarah Fidelia, their six children (Sarah Emma, Clara Partridge, Jonathan, William, Albert and Walter) also all the younger generations. Old family album, and several pictures about 8 by 10 inches, some mounted, of old homestead formerly occupied by Otis & family, and others by his son, Jonathan Howard, also views showing houses of other family members.

Antique Clothing:

Wedding dress of Sarah Fidelia Johnson who married Otis Josiah Davenport on Nov. 3, 1832. (Beautiful changeable pink & green silk) also her black silk shawl, with fringe. Other parts of wardrobe including embroidered sleeves from a dress; apron; scarf or small shawl of dark cloth; black silk bonnet with velvet strings; semi-embroidered collar for dress; semi-bonnet (skirt); night caps; night gown; drawers; night shirt; and a black derby hat. Also pillow cases, a table cap, and a square of cloth (blue & white linen) that all Davenport babies were weighed in, years ago.

Black wedding vest of Otis J. Davenport.

Wedding Dress of Jennie Park Fairbanks who married Albert Otis Davenport on Jan. 7, 1856, in 1st Baptist Church of Colrain. It is of a gray silk mixed material with puff sleeves. Also a hat.

Above should be turned over to a suitable museum only with the approval and consent of the Davenport family.

Other family members have in their possession many interesting heirlooms including a crutch stick brought from Boston by O. J. D. and used to call the family to the house; furniture; glassware and dishes; figurines; pictures and picture frames. Some of these would probably be given if permanent place and reliable curator were provided.

Greenfield, Mass., August 19, 1960.

65 Main Street
Shelburne Falls, Mass.
August 20, 1960

This report is the result of the work of the committee as appointed from the floor at the 18th Quinquennial Catamount Hill Association Meeting held at Colrain Grange (No. 72) Hall, Griswoldville, Mass. on July 30, 1960 to investigate the preservation of records, books, furniture, and other articles pertaining to the history of the Town of Colrain.

The committee comprised of Carl Smith, Elmer Davenport, and Helen Stacy met at the home of Carl Smith in Shelburne Falls. Mr. Byron Scott, trustee of the Griswold Memorial Library in Colrain in charge of public relations, was invited to attend in an unofficial capacity. Mr. Smith acted as chairman of the meeting and Helen Stacy as secretary.

It was noted that the Catamount Hill Association has no building to use as a museum. The meeting explored possible avenues of disposition of articles of historic value.

Mr. Scott reviewed the limited space at the Griswold Memorial Library.

- I. Due to increased circulation, there is no space available on the main floor.
- II. In the basement is some space, but unfit for use for such purposes because of water seeping in during spring months, and dampness general throughout the year.
- III. The library has no funds for correcting the dampness permanently.
- IV. The space would be inadequate as it was the opinion of the chairman that others interested in Colrain History would donate articles for preservation if a suitable place could be provided.

The house of William Pitt at Colrain City was deemed inappropriate for such use since it would be open to the public only a limited time each year. *(This is a paper suggestion for the Colrain Historical Society, not a paper suggestion)*
The old brick building near the Colrain Congregational Church was mentioned as a suitable site, but in such poor condition that it would not be used without extensive, expensive renovation.

The chairman recommended that Mr. Scott present the matter before the Sept. 20th Board of Trustees Meeting of the Griswold Memorial Library to review the situation.

The committee recognized the need for a Colrain Town Museum to preserve articles of historical importance, but has insufficient funds to provide suitable housing for such valuable articles and/or the appropriate care of such items.

Because of the nature of the problem, the chairman felt that final disposition of historic articles should be in a public museum. Thus the matter will be turned over to the Selectmen of Colrain at a future date for action. It was recommended that the Selectmen approach officials of other towns who have historical societies and/or historical museums for information regarding the setting up of a town museum.

Charles W. Shippee
Charles W. Shippee, Pres.
Catamount Hill Association

Carl F. Smith
Chairman

Respectfully submitted,

Helen Stacy
Elmer Davenport

October 18, 1960

Six trustees & the librarian were present for the Oct. 18th meeting. The secretary's & treasurer's reports were read & accepted.

Book committee: Meeting was held with 4 members present

Public Relations: Plans being made for Nat'l. Book Week. Byron Scott attended the N. E. Library Assoc. meeting in Swampscott. Trustees voted to associate with the Mass. Library Association.

Old Business: Helen Call contacted the Selectmen re: Colrain historical items. Their decision was that nothing could be done. She also attended meeting making plans for 200th anniversary celebration of Colrain. It was decided that the Library will participate. Decision will be made later as to what will be done.

New Business: A letter was read from the Regional Library re: Seminar to be held at the Greenfield Public Library.

Beulah Gammell, Sec.

Trustees Meeting

GRISWOLD MEMORIAL LIBRARY

November 29, 1960

The November meeting of the Board of Trustees, Griswold Memorial Library, was held in the library, Tuesday, November 29. Those present were Helen Call, Van Buren Hopps, Earl Lowell, Byron Scott, and Miss Read.

The Secretary's report was omitted due to the absence of the secretary, Buelah Gammell.

The Treasurer's report was omitted due to the absence of the Treasurer, Rockwell Donelson.

Committee Reports

Finance Committee: No report

Book Committee: Miss Read reported the Book Committee met. Those attending were: Miss Read, Mrs. Sewall, Mrs. Snively, and Mr. Miller.

Building and Grounds Committee: Rockwell Donelson sent word that he and Reuben Donelson had repaired the leak in the library roof.

Public Relations Committee: Byron Scott reported that Children's Book Week had been successfully observed with Mrs. Rowe, Children's Specialist giving book reviews to all classes of Colrain Central School.

Librarian's Report: Miss Read reported that Mr. Royal Davenport had given the 1959 issues of American Heritage to the library.

Old Business

It was voted to authorize the Treasurer to investigate the possibility of collecting on two B&M bonds due in 1960.

The Treasurer sent word that there was still 80-90 dollars in the book fund. This was duly reported to the librarian.

New Business

Helen Call reported on the general format of the program for the 200th anniversary of Colrain to be given next August. It was voted that Griswold Memorial Library would participate in the parade, and to hold open house on at least one of the two day celebration.

A list of Colrain residents was give the Chairman, Helen Call to contact, and determine if any one would be willing to be nominated at the December town caucus to replace the out going Trustee, Rockwell Donelson. Mr. Donelson refuses to run for another term. Mrs. Call's regular term also ends this year, but she has kindly consented to be nominated again.

The new law for State Aid to Public Libraries was discussed at length.

Meeting adjourned.

Respectfully submitted,
Byron N. Scott, Sec. Pro Tem

To the Trustees of Griswold Memorial Library:

Herewith is submitted the report of the Librarian for the year ending December 31, 1960.

The Library was open 103 days, ⁸⁷ 87 days of 5 1/2 hours each and, in the spring, 16 days of 6 1/2 hours each, every Tuesday and Saturday, as no holiday fell on a library day. The regular library hours are 2:30-8:00 P.M. Tuesdays and Saturdays.

The library circulation was as follows: adult books 2,296 fiction; 1,345 non-fiction; total 3,641. Juvenile books; 3,181 fiction; 797 non-fiction, making 3,978 juvenile books given out. The total circulation from the library was 7,619, an increase of 1,876 over 1959. The Bookmobile reported 1,484 adult, 1,777 juvenile, ^{total} 3,261. The total circulation of Library and Bookmobile was 10,880. There ^{were} 56 new registrations of borrowers.

135 adult books were bought and 54 were added to the juvenile collection, a total of 189. 13 were gifts and 9 were replacements. 39 books were discarded leaving 150 as additional titles. Total number of volumes in the Library is 7,989.

Books were given to the Library by Mrs. Evelyn Pennegar, Mr. Donald Grearson, and Clarke Maynard of Wilmington Del. Mr. Maynard also has given the Readers' Digest for many years in memory of his mother, Mrs. Mary Clarke Maynard and his aunt, Mrs. Myra Clarke Avery. Authors and publishers have given copies of their works. Royal Davenport has again sent a year's issue of The American Heritage Magazine that is a welcome addition to the library shelves as each number has many interesting and worthwhile articles.

The summer reading program sponsored by the English teachers of Arms Academy made the Library a busy place through the summer. There ^{were} ^{four} four different lists of required reading, a list for each class including the entering freshmen. From four to six books were supposed to be read by each student and reported on later. As the lists contained books not in the library, several were bought to fill the need.

Griswold Memorial Library Report- 2 Cont.

The pupils of Central School have continued to read for State Reading certificates and in 1960 the following were given out. Grade IV, 37 Five-book and 2 Honor. Grade V, 39 Five-book and 3 Honor. Grade VI, 78 Five-Book and 14 Honor. Grade VII, 4 Five-book. Grade VIII, 23 Five-book. A total of 181 Five-book and 19 Honor certificates. An Honor certificate represents 10 books read.

There are two weeks in the year that libraries claim, National Library Week in April and Children's Book week in November. In observance of National Library Week appropriate films were shown to the pupils of Central School by Mrs. Rowe of the Regional Library. This took place in the school cafeteria. For Children's Book week the children came to the Library where Mrs. Rowe told stories and talked about some of the books she had brought to the Library. Several of these were taken by the children to read later. Grades 1-4 came one morning and Grades 5-8 the following morning. Glenn Brown furnished transportation for each trip. The Library also had many new books on display and ready for circulation. The Library is grateful to Mrs. Rowe for her help on these two occasions.

The spring meeting of the Connecticut Valley Club was held in Buckland,. Mr. Byron Scott, trustee, and the Librarian attended this meeting.

Respectfully submitted,

Jennie M. Ready
Librarian.

Name of City or Town

1960 Population

Estimated Amounts
State Grant-in-aid
under Chapter 760,
Acts of 1960

COLRAIN

1426

\$ 500.

TO: The Board of Library Commissioners
c/o Division of Library Extension
200 Newbury Street
Boston 16, Massachusetts

The city or town of Colrain, Mass is planning to apply
for a state grant-in-aid for its free public library or libraries.

Signed Jennie M. Bead, Librarian

Name of Library Townsend Memorial

City or Town Colrain, Mass.

Date January 9, 1961

Jan. 7, 1961

Six trustees & the librarian were present for the Jan. 7th meeting. The secretary's & treasurer's reports were read & accepted.

Finance Committee: It was voted to turn in two \$100 WW bonds due in 1960 & one \$500 bond to get whatever they will bring.

Public Relations: Program for participation in 200th Colrain anniversary being discussed.

Next Business: Reservations sent to Boston for meeting on Jan. 23rd at the Greenfield Public Library on State Aid Clinic & Library Legislation.

It was voted to send application stating that we are planning to apply for State Aid to Public Libraries.

Discussion was held regarding an outdoor deposit box for returning books.

The annual meeting will be held Saturday, Feb. 11th.

Beulah Gammell, Sec.

Quarter Meeting
General Memorial Library
Sunday, Feb. 11, 1911

The annual meeting of the Board of Directors
of the General Memorial Library was held on
Feb. 11, 1911, at the residence of Byron W. Scott, Esq.
Brookline, Mass. The following members were present:
Charles Briggs - Chairman
Eugene C. Briggs - Secretary

First order of business was a report of
the Board for the coming year.

The following officers were elected:

Chairman - Byron W. Scott

President - Eugene C. Briggs

Vice President - Eugene C. Briggs

Byron W. Scott, elected by the Board, appointed
the following committees:

1. Finance Committee

Charles Briggs

Eugene C. Briggs

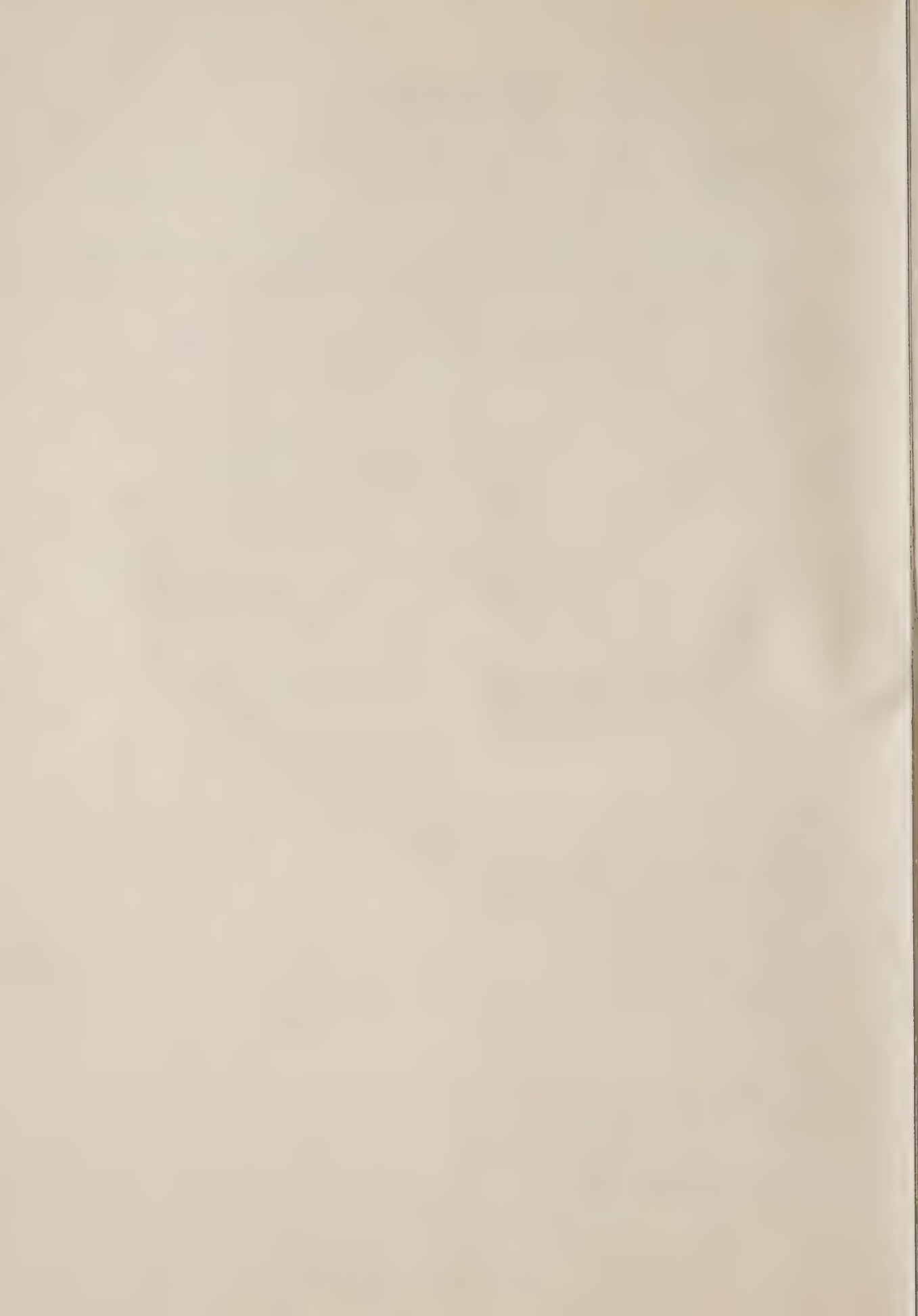
John C. Briggs

Charles Briggs

2. Buildings & grounds

Charles Briggs

John C. Briggs



Little bluestem

4. Book Committee - no report

New ~~Spencer~~ ~~Spencer~~



The Shawnee nation under examination
recently elected to the Grand Council
a representative note of their new government
to the United States of America for the purpose of
of securing an exchange of territory in the year
1804 to 1805.

The meeting was adjourned until the next
regular meeting on Saturday, May 11, 1805.

Respectfully submitted
John H. May Jr. Sec. of the Shawnee

Helen Hall, Susan Hall, Mary Hall
and small. Last Sunday. 11.

3/10/10

Sec. Report

21
Sec. had contacted small, asking for small
amount of money and asked for small
amount of money and asked for small

Treasurer report - read & accepted.

Committee report

Committee work

Small amount of money and asked for small
amount of money and asked for small

Small amount of money and asked for small
amount of money and asked for small

Small amount of money and asked for small

Small amount of money and asked for small

Chairman asked committee to make a survey
of the history of library in preparation of
the centennial

Book Committee & Librarian report - Mary Hall

That with 4 members present. They try to monthly
meetings. Special meeting ^{to be} held Sunday in
April

Small amount of money and asked for small
amount of money and asked for small

3/11/61

open house.

Public Relations.

Scott attended ^{an evening} M.L.F. ^{evening} report on meeting on state and program.

National Lib. week April 16 - 1961

Suggests program contact Mr. John H. Carr
representative - Education Society to put on a
program.

Confers with E. L. on plan for 4 books possible of
public relations.

Scott discussed this letter. Report received on
East Orange, N.J. of 1000 volumes and 100
volumes books.

Report of a survey of ¹⁰⁻²¹ public Lib. library
in books included.

Scott discuss ^{Colman De. continued} public place. Right good reports
that have influence. Many books now
stored in library. Suggests high school
students to be used in surveying and project.
Scott also call on ^{to} transfer will
survey and project.

2/10/61

Sec H discussed changes of by-laws.
reported on changes recommended.

Article 1, Sec

Article 2, Sec 1. members to be elected by
the Sec. H. to be in place
of the Sec. H. and to be in place of
changes to members prior to next meeting.

Now business.

~~the~~ last meeting program for the next
annual meeting.

At the next meeting, April 1,
motion to be in place of Sec. H.

Report submitted
V.H.

Library Trustees Meeting
Columbian Memorial Library

April 28, 1968

Present: Benson Scott, Helen Call, Robert Saunders,
Earl Lowell, Jennie Reed, a guest. Helen
Saunders, assistant librarian

Sec. Report

Treasurer Report.

Has obtained surety bond.
Desirous to be in financial order.
It was noted that one signature in
addition to treasurer's was wanted.

Finance Committee Report.

Budget report by Earl Lowell.

Major changes in budget.

1. Allowance for wage increase for
librarian.

2. Allowance for installation of a typewriter.

3. Allowance for increase in hours of
library service from 11 to 15 hours.

4. Book allowance reduced from \$600 plus
to \$500.

Hourly rate for librarians increased from \$4.00 per
hour to \$4.35 per hour.

4/8/61

~~With~~ with approval of a copy of minutes of
1. Book committee. To reduce book purchase to
\$5.00 from previous \$6.00. This amount of \$5.00
still

- Added!
Request
Resumed
2. Increase librarians rate from \$1.00 to \$1.35 per hour
 3. Junction rate increased from \$16.00 to 20.00 per month
 4. Installation of a phone @ 7.15 per month on
measured service with an initial installation
charge of \$7.00.

Total ^{tentative} budget of \$2536.05 approved by vote
of the Trustees.

Blaney's grounds committee.

Lowell reported that front door woodwork
should be painted.

Librarian's report.
No report.

Public Relations:

Mr. John H. C. Carr from Enzy and present
an audience slide program for conservation.
Report 16, 2:30 in the library.
Voted to pay fee of \$5.00 for this program.

See Haupert's that about 30-35 posters have
been submitted for the Irony County Conference.

Scott delegated Helen Sewall & Mrs Penegar
to prepare a poster on The Grosvenor Memorial
Library in the Town & County

Scott showed a poster on Operation Public
Libraries, Franklin County, 1961.

Old business.

Review of the by-laws.

Voted to accept proposed changes in
by-laws as ~~per~~ submitted by Scott &
Saunders.

New business

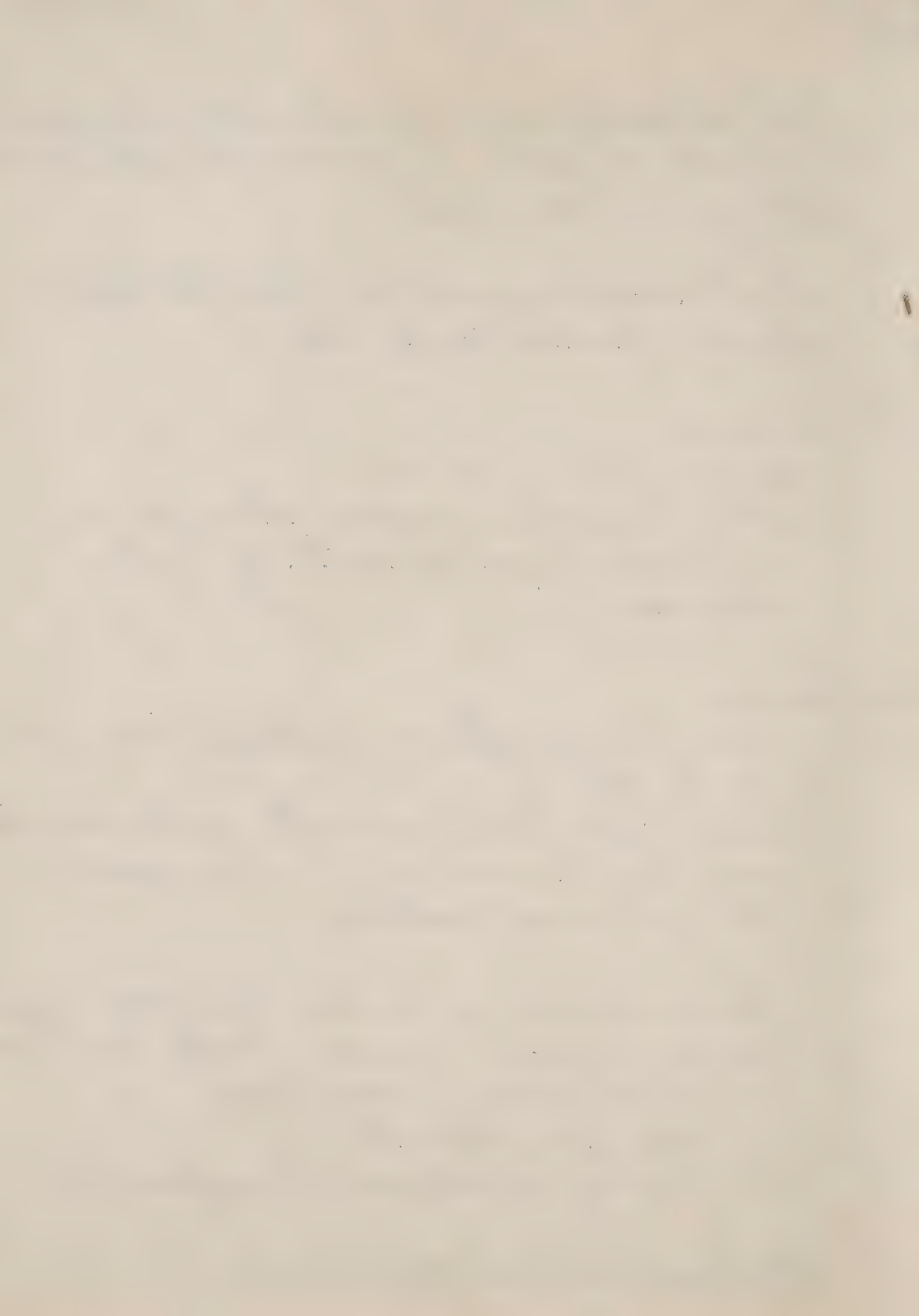
Discussion of extension of library hours from
11 to 15.

Scott appointed a committee of Helen Sewall
& J. Reed to work out 15 hour schedule
to report at next meeting.

Review session of Trustees hand book Suggest
that we read on Wanser - Trustees Handbook

1. Attitudes in Board Service
2. Duties of Trustees
3. Policy Making and its implementation.

Date of next meeting May 13, 1961.



Library Trustee Meeting
Colman Memorial Library

May 14, 1961

Present: Byron Scott, Earle Lowell, Herbert Saunders,
Jennie Read & Van B. Hopps.

Secretary's report read & approved.

Treasurer's report

Balance 514 49 in checking account

Town appropriation not yet received.

Clipped coupons of order \$100 on bonds &
deposited same in checking account.

Scott recommended that Town appropriation
show on books by July 1, 1961

Finance Committee - none.

Buildings & grounds.

Saunders reported that balcony in east wing
is wanting there & needs repainting.

Salop post on west side of front steps needs
repair. Loose at base.

Front steps need a lot of painting up by
some one who knows his business.

H. Saunders & Lowell appointed
to report on needs, plans, & costs at next
meeting.

5/14/6.

Library Committee. Mfr. Read reported that
 Sec 54 books donated to library by
 Mfr. & Mfr. Ernest Hale and strings attached

Mfr. Read decided sh. did not care for a Telephone.

Mfr. Read reported on extra hours.

will officially open at 2 p.m. on Tuesdays &
 Saturdays effective Tues May 16, 1961

Dr. Hester suggested extra B hours on
 Thursdays from 6-9 p.m. Rate for space
 would be \$125 per hour. (voted)

Helen Scott reported that Helen Sewell had
 resigned as assistant librarian. Discussed
 possible candidates. Will be considered at next
 meeting. Names given to Mfr. Read:

- Sarah Jean Carpenter, Louis O'Brien
 Eleanor Forman, Alice Lively, Catherine
 Hale, Bea Sewell, Jeanette Plummer

Public Relation Committee - B. Sec II

- Whelan work program outlined by Mr. Carr. Mrs. Whelan wanted a repeat for next year. Sec II very appreciative of Whelan's assistance in library arrangements.

- Town & County Conference next January

- Sec II read a letter from Cong. Crote on library aspect of DEC

- Sec II also read a letter from Mayor of Coleraine.
- Setback

- ✓ - Voted to approve \$5⁰⁰ grant to book fund at Carlingford Library - Mullins Falls - which was officially opened to-day - May 14, 1961. Letter of congratulation also prepared.

Old business.

Revision of Hand book for Trustees (Hand book

1. By Lawes have been revised

Sec II will present material at each meeting for approval to include in the hand book.

2. Hand book to include

a. By Lawes

b. State laws ~~pertaining~~ relative to libraries

c. Attitudes on Board Service

d. Specific duties of Trustees

e. Policies & their implementation

f. Minimum standards of State level

g. Annual report of Library Commissioners

h. References

5/14/61

Deposit boxes:

Soth reported they are very expensive

Building committee will consider this problem

Signs

Signs for unit front pr. to indicate they have

garage signs for entrance taken under
advisement Soth will confer with him.

Jan 16th 5 PM next meeting

its, or \$1,538.50 and \$580 respectively.

All other county towns, by virtue of having fewer than 2,000 population, would be limited to \$500 annually.

Thus, if all towns applied successfully, the county could be receiving a total of \$19,834.50 under the new law in future years.

Four Ineligible

Ashfield, Bernardston, Conway, and Hawley were listed by the state department of education's division of library extension as ineligible for the grants this year. Hawley has no library and the others are supported by trust funds instead of town appropriation. Though not listed, Shutesbury is also thought to be in this group.

Conway appropriated \$100 for its library at the 1961 town meeting for the specific purpose of becoming eligible for Chap. 760 aid. Under the law, Conway would receive \$100 if it applies for aid in 1962.

State Library Commissioner Richard J. Sullivan told The Recorder-Gazette the libraries are not being strictly required to meet state standards to receive grants this year, as in the case of Montague, which did not meet its 1955-59 appropriation average in 1960 and is receiving its grant anyway.

However, Sullivan said, below standard towns will be expected to spend this year's grants to reach standard levels for coming years.

Not Subtracted

The grants are closer to the "something for nothing" category this year than they will ever be again. The money is not subtracted from the individual town's state income tax return as shown on the cherry sheet and earmarked for library use, but is taken from a million-dollar slice cut from the state's income tax pie before distribution.

Thus, the withheld million will be shared in only by those towns successfully applying, but declining the state help will not penalize an individual town by an equal amount.

"The million dollars is the cream taken off the top of the whole income tax bottle," Sullivan explained, "but the towns will lose their share if they don't get in on it."

With about half the towns in the state slated to get the aid this first year, the situation is quite different than it may be in the future if all towns and cities qualify. Then, a town not applying for the aid would in effect be losing money, because of the larger total chopped off the total income tax funds.

This year's \$1,000,000 will be \$1,300,000 next year, according to law. This will allow for increasing the grant to all municipalities of over 2,000 population from 21 to 25 cents per capita.

Goes To Treasurers

Sullivan further explained the money does not go straight to libraries, but is applied for by library boards and goes to the towns and cities "intended for library use". He said it is possible, if a library qualifies and does not apply, for selectmen or mayor to apply for and receive the grant.

"Some would like the aid to go direct to libraries, and this may be a good idea," Sullivan said, "but we're told it might not be wise to go back to the general court with an amendment this quickly. Also, if selectmen are forced by the state to give the money to libraries, their attitude might be affected. It is up to library trustees to educate the

Library Aid Of \$10,407 Extra For 13 Area Towns

Half of Franklin County's towns have been certified to receive a total of \$10,407.53 in state grants in aid for libraries this year, under the new Chapter 760 provisions of the General Laws.

Thirteen of the county towns did not apply for the grants or were ineligible. The other 13 will receive between \$100 and \$3,714.90 in addition to the sums covered in the "cherry sheet" exchange.

Leyden will receive \$100 and Heath \$246.09, the exact amounts the towns appropriated for libraries last year. The law says towns with under 2,000 population may receive sums equivalent to the amount appropriated in the preceding year, up to a maximum of \$500.

Eight At Maximum

Receiving this smaller town maximum will be Buckland, Charlemont, Colrain, Erving, Leverett, Shelburne, Warwick and Whately, each of which appropriated in excess of \$500 for libraries in 1960.

Leyden and Heath could get \$500 in coming years by increasing the town appropriations to at least that figure. The other eight towns mentioned can go no higher under the existing law.

Complications in the law are greater for larger towns and cities. Greenfield, Montague and Deerfield have been certified for grants this year on a 21 cents per capita date, based on the most recent census.

These larger towns are requested by the state to appropriate \$3 or more per capita for libraries, which only Greenfield did in 1960, or appropriate an amount equal to its 1955-59 appropriation

average, which Deerfield did and Montague did not.

Greenfield has been certified for \$3,714.90 this year, Montague for \$1,645.56 with a request to bring its appropriation at least up to its own average in the future, and Deerfield for \$700.98.

Grants To Increase

Greenfield, Montague and Deerfield will receive grants on a 25 cents per capita basis if they continue to comply with basic state standards for libraries in the future, bringing their grants to \$4,442.50 for Greenfield, \$1,959 for Montague and \$834.50 for Deerfield.

If they met the standards and applied for grants, Orange and Northfield could join the ranks of those receiving 25 cents per capita.

(Continued on Page Four)

town to the fact that the library needs more funds."

He added the grant in aid plan is only half of the overall program for library stimulation. The other half is establishment of five regional library districts in the state, to enhance the bookmobile and films programs and draw on the larger libraries for circulation of their books in smaller communities.

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(Continued on Page Four)

Winter long with Gulf So
tic delivery. We'll keep

it Says You'll

WAR
SUNSH

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1960 - OPERATION PUBLIC LIBRARIES

TOWN	LIBRARY	STAFF TRUSTEES		HRS. OPEN	VOLUMES	CIRC.	INCO.
Ashfield	Belding Memorial Library	1	5	15	15,000	8,910	3,000.00
	Turnbull Library	1		3	500	520	200.00
Bernardston	Cushman Library	1	14	11.5	16,457	11,356	2,575.10
Buckland	Buckland Public Library	1	3	12	8,368	8,655	1,215.70
Charlemont	Tyler Memorial Library	1	3	10	8,500	16,571	896.78
Colrain	Griswold Memorial Library	2	6	11	7,989	10,880	2,981.30
Conway	Field Memorial Library	2	5	15	11,862	11,929	6,350.71
Deerfield	Dickinson Library	2	3	9	13,180	8,274	1,450.00
	Tilton Library	2	6	8	12,000	15,128	3,250.00
Erving	Erving Public Library	2	3	4	6,700	7,854	368.19
	Erving Branch Library	1		6	2,424	7,050	368.19
Gill	Slate Memorial Library	1	3	5	5,343	6,016	1,061.00
Greenfield	Greenfield Public Library	12	6	69	84,289	200,562	59,270.00
Fawley	(5 Bookmobile Stops) (Has no library)	0	2	0	0	1,815	20.00
Heath	Heath Public Library	1	3	3	2,070	1,010	246.00
Leverett	Field Memorial Library	2	5	10	9,000	7,135	767.54
Levden	Robertson Memorial Library	1	3	4	1,804	2,648	290.18
Monroe	Monroe Public Library	1	3	2	3,376	2,382	300.00
	Town Library	2	9	8	14,241	17,388	2,554.00
Montague	Carnegie Public Library	3		36	18,629	38,131	8,488.90
	Millers Falls Pub. Lib.	2		10.5	13,189	28,599	2,951.11
New Salem	New Salem Public Library	1	3	5	3,366	5,784	811.96
Northfield	Dickinson Memorial Library	2	6	29	15,393	29,010	6,785.98
	Field Library	1	3	4	4,000	2,269	414.54
Orange	Wheeler Memorial Library	2	6	36	27,111	47,555	12,146.52
	Moore Leland Library	1		9	3,791	6,530	
Rowe	Town Library	1	3	9.5	5,414	4,663	2,665.25
	Arms Library	2	8	15.5	14,300	29,301	4,006.55
Shelburne	Shelburne Free Library	1	6	6.25	15,000	8,725	1,229.61
Shutesbury	Speare Memorial Library	1	6	2	4,380	1,280	1,349.62
Sunderland	Graves Library	1	9	7	11,500	10,753	2,477.98
Warwick	Free Public Library	1	6	10	6,623	2,490	1,000.92
Wendell	Wendell Free Library	2	3	2	5,000	3,740	168.00
Whately	S. White Dickinson Lib.	3	6	15	7,611	24,804	4,176.00
		60	147	402.25	378,410	589,717	136,660.00

FRANKLIN COUNTY, MASSACHUSETTS - 1960

	TOWN	INCOME PER CAPITA	CIRC. PER CAPITA
1,145	Ashfield	2.65	8.5
1,370	Belmarston	1.87	8.2
1,664	Buckland	1.92 *	14.4 *
897	Charlemont	.99	18.4
1,226	Colrain	2.09	7.6
875	Conway	7.25	13.6
3,338	Deerfield	1.40	7
1,272	Erving	.57	11.7
1,203	Gill	.88	5
17,690	Greenfield	3.35	11.3
251	Hawley	.07	7.2
304	Heath	.80	5
914	Leverett	.83	7.8
1,003	Leyden	.86	7.7
210	Monroe	1.42	11.3
7,836	Montague	1.78	10.7
397	New Salem	2.04	14.6
2,320	Northfield	3.15	13.4
6,154	Orange	2.97	8.7
231	Royal	31.53	25.1
1,139	Shelburne	1.86 *	13.4 *
265	Shutesbury	3.09	4.8
1,279	Sunderland	1.93	6.4
1,000	Warwick	4.24	6.8
25	Wendell	.77	26.8
1,037	Whately	4.02	28.9

SUMMARY - FRANKLIN COUNTY

	Totals	Averages
Towns	26	
Libraries	33	
Staff	60	
Trustees	147	
Hrs. Open	402.25	or 12.18 hrs. per wk per lib.
Volumes	378,410	or 6.8 vols per capita
Circ.	589,717	or 10.7 circ. per capita
Income	136,660.95	or 2.49 per capita
Pop.	54,846	

* Income and circulation totals of Arms Library are divided equally between the towns of Shelburne and Buckland, since Arms Library serves both towns and is supported one-half by Shelburne and one-half by Buckland.

Prepared by Byron N. Scott, Trustee
Griswold Memorial Library, Colrain, Mass.

Source: 1960 annual reports of the Librarians

Note: Errors noted and reported will be appreciated

June 17, 1961

The June 17th meeting was held with 5 trustees & Miss Read present.

Secretary's & treasurer's reports were read & accepted.

The town appropriation of \$1402.57 has been received.

Finance Committee: Fire insurance policy discussed. Treasurer will follow up.

Buildings & grounds: Several broken slate & lead flashing over children's room have been repaired, also loose nails in flashing- back entry housing repainted. Committee to get estimates on the following:

1. Joints in upper masonry to be pointed up.
2. Window frames & sash scraped & painted
3. Front door, sanding & varnishing

Librarian's Report:

Sarah Jean Carpenter will work from 6 p.m. to 9 p.m. on Thursdays starting June 22nd. Book committee held June 26th. School Reading List - possibility of borrowing books from Arms Library for summer.

Public Relations: Letter of thanks rec'd. from Ervingside Library. Mr. & Mrs. Byron Scott attended a meeting in Ashfield re: State Aid.

Old Business: Trustees Handbook revised. It was voted to accept the shield designed for the sign on the lawn. It was voted to increase the janitor's pay from \$16.00 to \$20.00 a month, effective in July.

New Business: The following have keys to the library: Herbert Saunders, Byron Scott, Earl Lowell, Albert Galipo, Sara Jean Carpenter & Miss Jennie Read

Beulah M. Lamme, Sec

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Sept. 9, 1961

The Sept. 9th meeting was held with four trustees & Miss Read present.

Secretary's & treasurer's reports were read & accepted.

The treasurer reported the \$500 State Aid check had been received..

A report was given by the ass't. librarian, Sarah Jean Carpenter.

Public Relations:

1. A special thanks was given Van Hopps for the picture display.

2. The float project was carried thru successfully.

3. Thank you notes & a picture of the float were sent to all who helped.

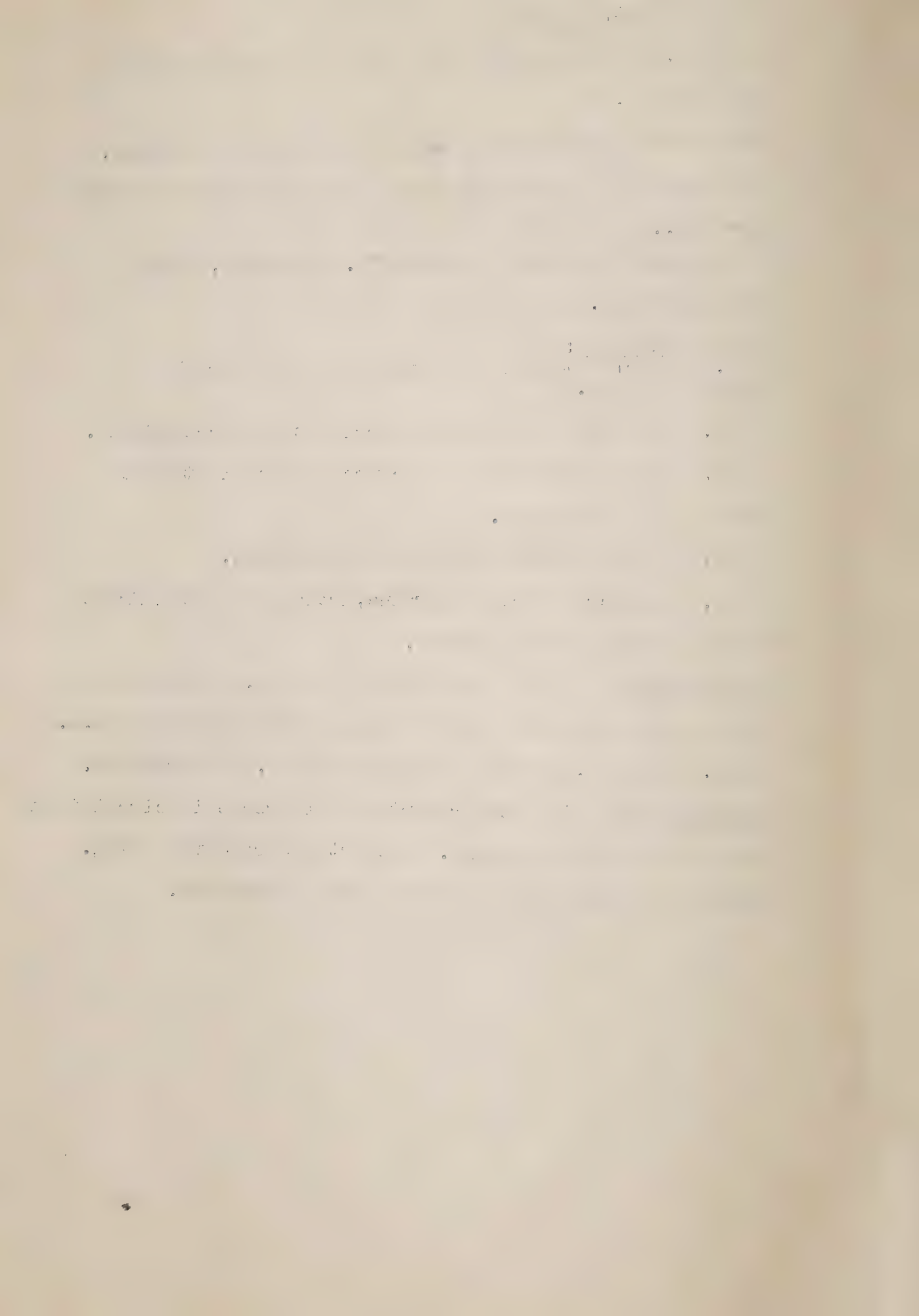
4. The sign on the lawn has been erected.

5. The scroll from Coleraine, Ireland has been framed & will be hung in the Library.

Old Business: It was voted to appoint Mrs. Beulah Gammell as assistant librarian for Thursday nites from 6 to 9 p.m. at \$1.25 per hr. for the first month & \$1.30 thereafter.

New Business: Miss Read reported an increase in circulation with 3 extra hours opening. A report was read from Bldg. Inspector & given to Herbert Saunders for action.

Beulah M. Gammell, Sec



Oct. 21, 1961

The Oct. 21st meeting was held with four trustees & Miss Read present.

Buildings & grounds:

Report of committee put in records. It was voted to purchase emergency lights as recommended by inspector.

Public Relations: Reports in the paper on the scroll, the outside sign & the assistant librarian.

Old Business: Discussion of deposit box for books. The buildings committee will investigate.

New Business: Letter of resignations we read from Van Hopps. Names of candidates were suggested to be submitted to Selectmen.

National Children's Book Week will be observed from Nov. 12th thru 18th. Mrs. Rowe of the Regional Library will speak to the school children at the Library, four grades attending each day.

Beulah M. Hammill, Sec.

21 October 1961

Report by Building & Grounds Committee.

During the month of June 1961 the library roof was thoroughly inspected and all broken and missing slate replaced. At the same time, what might be called the eaves and gutters were repainted with a good grade of roof coating made up of asphalt and petroleum tars.

The woodwork at main entrance (door + door frame) was cleaned and re-varnished.

The balustrades and out-side lamp-posts were wire-brushed and re-painted. A new sign showing the library house was obtained and set up on lawn in front of building.

In accordance with instructions received from the State building inspector, the following has been done-

Fire extinguishers tested and re-charged.

Fire-proof material installed over furnace in basement. (Flex-board: made up of asbestos and cement.)

"Exit" signs have been placed over main door and over door leading to basement.

Consideration has been given to the order to have all egress doors swinging out. We find that in the case of the main entrance door it will call for the services of a professional since the whole structure will need to be modified.

Prices on emergency flood lights have been obtained and we have to

III

determine which type is needed
and where it will be located

The need for pointing up joints in
the cornice and front entrance stone work
is still under consideration.

No action has been taken as to paint-
ing all outside wood work. This should
be considered and accomplished in the
spring (1962)

Respectfully

Hurbert H. Saunders
Caleb A. Lowell

Building & Grounds
Committee

Nov. 17, 1961

The Nov. 17th meeting was held with six trustees & Miss Read present. Mrs. Velma Aiken, who was elected to replace Van Hopps attended her first meeting.

Secretary's & treasurer's reports were read & accepted.

Buildings & grounds :

All work called for in inspection report completed.

Working on plans for book deposit box.

Librarian's Report:

Miss Read reported on Childrens' Book Week. Mrs. Rowe of the Regional Library gave talks on books to school children at the Library.

Finance Committee:

Rights were received from Penn. Bank & Trust Co. which would enable us to purchase stock. It was voted to give the finance committee authority to purchase.

Beulah M. Hammill, Sec

Dec. 16, 1961

The Dec. 16th meeting was held with 5 trustees & Miss Jennie Read present.

The secretary's & treasurer's reports were read & accepted.

Finance Committee: Four shares of Penn. Bank & Trust Co. were purchased at a cost of \$30.00 each plus rights.

New Business:

It was voted to apply for the \$500 for Library State Aid and \$1000 plus dog tax from the town for our annual income.

It was voted to open the library on Thursday evenings from 6 to 8 during January.

A letter of thanks was sent to Al Gibas for his work in installing the emergency lights.

Beulah M. Lammell, Sec.

To the Trustees of Griswold Memorial Library.
The following is the librarian's report for the year 1961

Library circulation was as follows. Adult books, fiction 2407; non-fiction, 1194, total 3601. Juvenile, fiction 2844; non-fiction, 698; total 3542. Total circulation from library, 7143. The bookmobile librarian reported 3393 books left at Central School and book stations in town. The combined library and bookmobile circulation was 10,536. This is less than the 10,880 of 1960. The falling off of the library circulation came in the latter part of the year. There were 37 new registrations.

To meet state requirements the library hours were increased from 11 hours a week to 15 hours. Beginning in June the hours have been 2-8 p.m. on Tuesdays and Saturdays and Thursdays evenings from 6-9 p.m. Miss Sara-Jean Carpenter worked Thursday evenings through the summer. Since then Mrs. Beulah Gammell has worked that evening.

147 books, 99 adult and 48 juveniles were added to the library. The number of volumes now in the library is 8136. Several books have been given. Mr. Clarke Maynard continues to give four books yearly as well as The Reader's Digest in memory of his mother and aunt. Mr. Royal Davenport again sent a year's issue of the American Heritage magazine. Other donors were Mrs. Carl Sewall, Mrs. Lyndal Denison and Mr. Byron Scott. Mr. and Mrs. Ernest Hale also gave a number books.

The children continued to send in book reports for certificates. 286 5-book and 22 honor certificates were given to pupils from grades 4-8. Arms Academy students were busy during the summer doing the required reading from lists given out by the school.

In observance of National Library Week, April 16-22, a very interesting nature talk was given on a Sunday afternoon at the library by a member of the Audobon Society.

Griswold Memorial Library Report-Cont.

When National Children's Book Week came, Nov. 12-18, Mrs. Rowe of the regional library visited the library two mornings for book reviews and story-telling. Grades 5-8 came the first morning and grades 1-4 the second day. Mr. Glenn Brown provided transportation both mornings for teachers and pupils.

About 200 visitors came to the library bi-centennial days to see the library and the pictures and books about Colrain that were on display. The library kept open house both days. The library also had a float in the parade.

A large sign giving the library hours has been placed on the library lawn. Exit signs and emergency lights, required by law, have been installed in the library.

Two trustees resigned in 1960 because of a change in residence. Mr. Van Hopps moved to Shelburne and Mr. Byron Scott, who was chairman of the trustees, moved to Williamstown where he is now a member of the Williams College Library staff. Their leaving is a loss to the library and much regretted by all.

Respectfully submitted,

Jennie M. Read
Librarian.

Jan. 16, 1962

The Jan, 16th meeting was held with 5 trustees & Miss Read present.

Bldgs. & grounds: It was voted to purchase new batteries for the emergency lights.

Librarians' Report: The annual report of the Librarian was read.

New Business: Discussion of State Aid Bill was held.

It was voted to continue purchase of fuel oil from Franklin Fuel Co. for the present.

Leslie Farnsworth Sec

1. The first part of the paper is devoted to a general discussion of the problem.

2. In the second part, we shall consider the case of a single particle.

3. The third part is devoted to the case of a system of particles.

4. Finally, in the fourth part, we shall discuss the results of our calculations.

Feb. 20, 1962

The annual meeting of the Trustees was held Feb. 20th with six trustees & Miss Jennie Read present. The new trustee, Rolland Gifford was present for his first meeting.

The following officers were elected for the coming year:

Helen Call - Chairman
Earl Lowell - Treasurer
Beulah Gammell - Secretary

Buildings & Grounds: New batteries were installed in the emergency lights.

New Business: It was voted to hold meetings on the third Tuesday of each month.

A letter was read from the Div. Of Libraries explaining the Chapter 760 money(State Aid To Libraries), followed by discussion. Helen Call will talk with the Selectmen.

It was voted to enroll the Chairman in the Mass. Library Trustees Assoc., to be paid with Library funds.

Beulah Gammell Sec

1. The first part of the paper is devoted to a general discussion of the problem of the existence of solutions of the system of equations (1) for arbitrary values of the parameters α and β . It is shown that the system has solutions for all values of the parameters α and β if the function $f(x)$ is continuous and has a bounded derivative.

2. In the second part of the paper the problem of the existence of solutions of the system of equations (1) for arbitrary values of the parameters α and β is solved. It is shown that the system has solutions for all values of the parameters α and β if the function $f(x)$ is continuous and has a bounded derivative.

3. In the third part of the paper the problem of the existence of solutions of the system of equations (1) for arbitrary values of the parameters α and β is solved. It is shown that the system has solutions for all values of the parameters α and β if the function $f(x)$ is continuous and has a bounded derivative.

March 20, 1962

The March 20th meeting was held with 5 trustees and Miss Read present.

Bldgs. & grounds: The Franklin Fuel Company corrected the trouble with the furnace and suggested that the furnace be thoroughly cleaned and the smoke pipe be replaced.

Librarians' Report: National Library Week will be observed April 8-14. It was suggested that the Cub Scouts be asked to prepare an exhibit.

New Business:

Book Committee: Helen Sewall, Pauline Goodell, Mrs. Pennegar, Helen Call, and Beulah Gammell. It was voted to meet the 1st Tuesday in the month.

Finance Committee: Earl Lowell, Rolland Gifford, Helen Call, and Beulah Gammell.

Bldgs. & Grounds: Herbert Saunders, Rolland Gifford, and Earl Lowell.

Public Relations: Helen Call, Velma Aiken, and Beulah Gammell.

Helen Call talked with the selectmen regarding State Aid to Libraries. They advised not to do anything because of wording of article in town warrant. If money is needed, ~~and~~ a special town meeting ~~will~~ be held.

Beulah M. Gammell

Sic

Mary L. Fonseca

John J. Beades
Charles V. Hogan

Francis X. McCann

Ralph C. Mahar

102 Webster St., Fall River

278 Minot St., Dorchester
36 Baltimore St., Lynn

19 Hutchinson St.,
Cambridge

125 Fountain St., Orange

Hopedale, Mendon, Milford,
Millville, Northbridge, Oxford,
Shrewsbury, Southborough, Sutton,
Upton, Uxbridge, Webster,
Westborough)

2nd Bristol (Acushnet, Fall
River, Freetown)

7th Suffolk (Milton, Boston)

1st Essex (Lynn, Nahant, Swamp-
scott)

2nd Middlesex (Belmont,
Cambridge, Somerville)

Franklin (Ashfield, Bernardston,
Buckland, Charlemont, Colrain,

Conway, Deerfield, Erving, Gill,
Greenfield, Hawley, Heath,
Leverett, Leyden, Monroe, Mon-
tague, New Salem, Northfield,
Orange, Rowe, Shelburne, Shutes-
bury, Sunderland, Warwick,
Wendell, Whately)

Hampshire (Amherst, Chesterfield,
Cummington, Easthampton, Goshen,
Granby, Hadley, Hatfield,
Huntington, Northampton, Pelham,
Plainfield, South Hadley, South-
hampton, Westhampton, Williams-
burg)

*Letter sent
3/21*

April 17, 1962

The April 17th meeting was held with 6 trustees & Miss Read present.

Librarian's Report: Book committee met with Mrs. Snively as chairman.

Public Relations: National Library Week was observed with the Cub Scouts' exhibit.

Old Business: A letter was read from Div. of Library Extension re: our decision not to apply for State Aid.

New Business: It was voted to have Herbert Saunders contact Lewis Bailey about checking the building for painting and mortar work.

Beulah M. Hammill, Sec

May 15, 1962

The May 15th meeting was held with four trustees & Miss Read present.

Librarian's Report: Miss Read reported that the Building Inspector had been in the library & checked the changes made following his recommendations.

Buildings & Grounds: The cellar was pumped out following the the sewer blockage. Rolland Gifford, Herb Saunders & Earl Loweall with the aid of the Colrain Fire Dep't. equipment succeeded in correcting the trouble.

New Business: It was voted to send notes of thanks to the Fire Dep't. for use of the equipment & to Howard Carpenter for his assistance in pumping out the cellar & correcting the trouble.

It was voted to thank the Cub Scouts for their exhibit in the Lib rary during Library Week.

The caulking of the furnace door & replacement of the smoke pipe was discussed. This will be done by Franklin Fuel Co. during the summer when the furnace is not in use.

Beulah M. Lammell

June 19, 1962

The June 19th meeting was held with six trustees & Miss Read present.

Librarian's Report: Miss Read reported that the book drop is being used. A book committee meeting was held. She requested a new floor mat for the front entrance.

Buildings & grounds: The book drop on the outside door has been made & installed by Herbert Saunders. He is now making a new stand for the dictionary.

Old Business: The special town meeting was held & rescinded the wording of the article in the Feb. 1961 warrant for the sum of \$500 for State Aid.

New Business: Beulah Gammell resigned as ass't. Librarian & Mrs Helen Sewall was appointed.

Beulah M Gammell

1. The first part of the paper is devoted to a general discussion of the problem of the existence of solutions of the system of equations (1) for arbitrary values of the parameters α and β . It is shown that the system has solutions for all values of the parameters α and β if the function $f(x)$ is continuous and has a bounded derivative.

2. In the second part of the paper the problem of the existence of solutions of the system of equations (1) for arbitrary values of the parameters α and β is solved.

Sept. 18, 1962

The Sept. 18th meeting was held with 6 trustees & Miss Read present.

Librarian's Report: Book committee meeting will be held Sept. 25th. The Conn. Valley Library meeting will be held on Sept. 27th in Easthampton. She reported difficulty with the lock on the front door.

Public Relations: Discussion of summer reading program for children with plans to be made later.

Buildings & grounds: The furnace has been cleaned & new smoke pipes installed by the Franklin Fuel Co. It was started & checked to see if the pump was leaking. There is no evidence at the present time. Lewis Bailey has started the painting program. The basement is to be cleaned & a small leak in the roof repaired.

Old Business: A rubber mat has been installed in the front entrance & the new dictionary stand made by Herbert Sa unders is now in use.

New Business: The janitor's duties are to be discussed & outlined at the next meeting. Helen Call will check the Boy Scouts re: the waste paper in the basement.

Beverly M. Hammill, Sec

Nov. 20, 1962

The Nov. 20th meeting was held with 5 trustees & Miss Read present.

Librarians report: A book committee was held in November with no Dec. meeting to be held. Mrs. Rowe of the Regional Library told stories to the first four grades & gave book reports to the upper four grades during Nat'l. Childrens' Book Week.

Buildings & grounds: The painting of the Library building has been completed by Lewis Bailey.

Public Relations: The Salvation Army Service met at the Library on Oct. 11th.

Old Business: The Boy Scouts will pick up the scrap paper from the basement on Saturday, Nov. 24th,

New Business: It was voted to include Thanksgiving Day in the list of paid holidays. It was voted to contact the Chief of Police and inform him of the disciplinary problems at the library & ask for help.

Rolland Gifford will check on the cost of a telephone for the Library.

Howard Goble, local fuel oil dealer was present to discuss the Library purchasing oil from him. It was voted to table this matter until the Dec. 18th meeting.

The budget for 1963 will ^{also} be discussed at this meeting.

Beulah M. Gammell, Sec

To the Trustees of Griswold Memorial Library.

The following is the Librarian's report for the library year ending December 31st, 1962

Book circulation was ^{as} follows. Adult books, 3318; Juvenile, 3026; total, 6344. Of this number 665 were books borrowed from the bookmobile. The bookmobile visits Central School and three deposit stations in town and Miss Grace Baker, bookmobile librarian, reports a circulation from these books of 3301 making a total from library, school and town of 9645. Because of necessary repairs to the bookmobile Miss Baker has been unable to follow her usual schedule of coming about every six weeks so there are no town circulation figures for November and December. Books are no longer left at Shattuckville as no one can be found to take charge of deposits.

There were 27 new registrations in 1962.

Most of the library books are bought from the Library Book House in West Springfield or from the H.R. Hunting Co. in Chicopee. Both allow a 30 per cent discount to libraries. This is a great help as book prices are high.

157 new books were added to the library, 98 adult and 37 juveniles. 30 were discarded leaving 107 additions. the number of volumes in the library now is 8243. 13 of the books were gifts. Mr. Clarke Maynard continues to give four books a year as well as the Reader's Digest. Several of the books were gifts of author or publisher. Others were given by local people. One magazine was sent as a gift subscription. Mr. Royal Davenport continues to send back numbers of the American Heritage magazine. The library would be glad to receive back numbers of Times, Saturday Review of Literature, News Week or other magazines that current events ~~that~~ and other material useful to high school students

Mrs. Beulah Gammell who worked the Thursday evening hours from 6-9, resigned and her place was taken by Mrs. Helen Sewall.

Librarian's Report-Cont.

In April the Boy Scouts had an exhibit of their work in the library. For Children's Book Week in November, Mrs. Marianna Rowe of the Regional Library came to the library two mornings for story-telling and book reviews. Grades 1-4 came one morning and 5-8 came the second day. Each class came separately accompanied by the teacher.

A deposit box has been attached to the library door for the convenience of those who wish to return books when the library is not open. This was designed and made by our trustee, Herbert Saunders, who also made and gave the library the good-looking dictionary stand. The appearance of the vestibule is also much improved by the new rubber mat.

Respectfully submitted,

Jan. 29, 1963

The Jan. 29th meeting was held with 6 trustees and Miss Read Present.

Bldgs & grounds: The Boy Scouts picked up the papers & magazines & the basement was cleaned. *by Herbert & Susan for Mrs. Read*

Old Business: It was voted to continue purchase of fuel oil from the present supplier, Franklin Fuel Co.

The disciplinary problem of noise & behavior of the children during library hours has been solved.

The installation of a telephone was discussed & it was decided that it was not necessary.

New Business: April 21-27th will be observed as National Library Week & suggestions for bringing this to the attention will be discussed at the Feb. meeting.

file - 1/29/63

Franklin Fuel Co.

Feb. 19th, 1963

The Feb. 19 meeting was held with 5 trustees & Miss Read present.

New Business: The treasurer reported the maturity of a \$1000.00 Savings Bond. It was voted to have the treasurer discuss reinvestment of this money with Mr. Hunt of the Shelburne Falls National Bank.

Old Business: Nat'l Library Week (April 21-27th) was discussed & plans will be made at the March meeting for observance.

The following officers were elected for the coming year:

Helen Call - Chairman
Earl Lowell - Treasurer
Velma Aiken - Secretary

Bldgs & grounds:

Herbert Saunders
Rolland Gifford
Earl Lowell

Finance Committee

Helen Call
Earl Lowell
Beulah Gammell

Beulah Gammell, Sec

March 19, 1968

The March meeting was held with 5 trustees present. Miss Read was reported ill and in the Farren Hospital.

Treasurer's Report: In the absence of the Treasurer, the Chairman reported that the money from the matured bond has been received and upon the advice of Mr. Hunt has been deposited in a special account at the bank to accue interest at 4% provided such is not withdrawn without first giving 90 days' notice.

New Business: The furnace has been giving further trouble which resulted in the closing of the library on one day. Because of its age, parts are difficult to obtain. Although it has been repaired temporarily, the trustees thought best to start proceedings to purchase a new one before another season. The buildings and grounds committee was instructed to investigate possibilities and report at the next meeting.

Some discussion took place regarding a librarian in the event that Miss Read might not be able to return to her work. Beulah Gammell and Helen Call have been keeping the library open in her absence. Mrs. Sewall will be asked to fill in upon her return to town. Other possitilities were mentioned and will be invèstigated.

Old Business: Due to existing circumstances, it was voted not to make any special observance of National Library Week which is April 21 - 27th.

The Next meeting will be held the third Tuesday in April or April 16

Respectfully submitted,

Velma B. Aiken, Sec.

April 16, 1963

The April meeting was held with 5 trustees present. Miss Read although back as librarian did not stay for the meeting.

Treasurer's Report: The money deposited as mentioned in the last meeting minutes is with the Shelburne Falls Savings Bank.

Report of treasurer given.

Buildings and Grounds: In the absence of Mr. Gifford, Herbert Saunders read statistics from Franklin Fuel in regard to furnace replacement. The trustees decided to have Mr. Gifford get an additional estimate from another dealer before any final decision was made.

Librarian's Report: No report given. Miss Read is back at work after her recent illness.

Announcement made of book committee meeting the last Tuesday of April.

Next meeting to be May 21.

Respectfully submitted,

Velma B. Aiken, Secretary

June 18, 1963

The May meeting of trustees was omitted.

The June meeting was held with 5 trustees present.

Treasurer's Report: Balance on hand at present of \$1427 with all current bills paid.

Buildings and Grounds: Further discussion took place on new furnace installation. It was voted to continue our congenial business relations with Franklin Fuel and to purchase our unit from him. Mr. Gifford will talk further with them.

New business: A letter of resignation was read from our librarian Miss Jennie Read for reasons of poor health. Mrs. David Pike was hired for the position of librarian with the provision that she take a course in book cataloging. Her hourly wage will be \$1.35. Mrs. Pike was present and a discussion took place on various questions concerning employment and general library problems--disciplinary and otherwise. Also mentioned once again was the matter of a telephone. Miss Read never felt that she wanted a telephone, but Mrs. Pike felt that it might be an advantage to have one. Again Mr. Gifford will review the matter with the telephone company.

*Read
resignation
Pike
hired
discussed
by 1.*

Public Relations: Discussion of changing the hours of keeping the library open. At the suggestion of Mrs. Pike the following hours were decided upon:

To be open Monday - Wednesday and Friday
2 P.M. to 4:30 P.M. &
6:30 P.M. to 9 P.M.

A notice to this effect will be put in the newspaper and the sign on the front lawn will be repainted to conform to these new hours. These new hours will take effect on June 24th.

No further meetings until September unless urgent business warrants the calling of a special meeting.

, Respectfully submitted,
Velma B. Aiken

It was brought out at the meeting that the typewriter formerly used by Miss Read does belong to the library and Mrs. Call will pick it up from Miss Read's house at some future date and take it to be repaired as necessary.

August 2, 1963

A special meeting of the trustees was held on Friday evening with 4 trustees and the librarian, Mrs. Pike, present.

In the absence of the treasurer, no treasurer's ^{report} was given.

Old Business: Mr. Gifford again reported on the matter of a telephone. The initial installment charge would be \$7.50. Choices of service would be:

1. Unlimited service \$12.90 per month plus tax
2. Measured service up to 65 outgoing calls \$7.15 per month plus tax.
3. Semi ~~monthly~~ ^{daily} service 25¢ per day.

After discussion, the motion was made and seconded that we install the limited service phone with the provision that anyone aside from the librarian using it must pay a 10¢ charge.

Mrs. Pike needs the typewriter and this will be secured from Miss Read. Mrs. Call will also inquire of Miss Read about the Dewey decimal system book believed to be in her possession.

Discussion of a subscription to the Greenfield Recorder-Gazette. Decided against as we did not believe there would be enough call for it.

Mrs. Pike mentioned that she had cleaned the shelves downstairs and there ^{were} old issues ready to be discarded. Mr. Saunders agreed to remove at some future date.

A reading hour for children will be conducted in the near future with Miss Rowe as reader. A notice to the effect will be inserted in the newspaper.

The librarian asked if she could be compensated for time spent outside the library on library business especially time spent at the regional library. Motion made and seconded that the librarian be paid for time spent at the regional library for securing books for student reading and research. This time to be within reason and at her regular rate.

Mention was made as to how it might be possible that Miss Read was getting bills for books and sending to Mr. Lowell.

New Business: Mr. Gifford read letter from Franklin Fuel concerning furnace installation. This letter and original estimate is enclosed with these minutes. Motion made and seconded that we give the contract to install the new furnace to the Franklin Fuel Co., Inc. of Shelburne Falls.

Letter was read from Mrs. Archie Worden offering her services as an assistant at any time we might need a substitute. She has had a little experience in the past. The new telephone number will be published in the paper.

Meeting adjourned. Next meeting will be held the 3rd Wednesday in September.

Respectfully submitted,

Velma B. Aiken, Secretary

Hasty Report - Furnace

1/10/63

Gilmore said that his observations were as follows

1. Present warm & cold air ducts are satisfactory
2. Suggest installing two registers in the far corners of each wing.
3. Suggest having manual control for heat in Basement. (The new furnace will provide less wasted heat for the basement)
4. Suggest a 150,000 BTU unit.
This will heat a building at least half again this size
Reason - Slow down fan to make a more ^{quiet} unit.
5. Suggest an E. F. M. unit
Guarantee - 10 years
Will not last as long as old unit.
None will
6. Cost. \$1275⁰⁰ to 1300⁰⁰ - outside figure

7. suggest with forced hot air
unit to put furnace closer to
chimney.

Rolland W. Siffert

1- 39-47-25- — — —



150 Hope Street
GREENFIELD — PR 3-3296

34 Conway Street
SHELBURNE FALLS — MA 5-6400

SHELBURNE FALLS, MASS.
JULY 29, 1963

TRUSTEES OF GRISWOLD LIBRARY
COLRAIN, MASS.

P R O P O S A L

TO INSTALL NEW 150,000 BTU GROSS FORCED WARM AIR
OIL BURNING FURNACE (EFM). USE EXISTING WARM AIR
REGISTERS AND LOCATIONS, ADD FOUR WARM AIR FLOOR
REGISTERS, TWO AT EACH END OF LIBRARY. RECONNECT
EXISTING COLD AIR RETURN LOCATIONS. NECESSARY
WIRING- COMPLETE INSTALLATION,

NOT TO EXCEED \$1460.00

Robert A. Gilmore

WE MAKE WARM FRIENDS WARMER

September 18, 1963

A regular meeting of the trustees was held on Wed. night with 5 trustees and the librarian present.

The Secretary's report was read and accepted.

Treasurer's Report: Checking account balance \$1,211.02. Amount spent on books so far this year \$345.68.

Librarian's Report: A Book Committee meeting will be held on Wednesday, September 25, 1963. Miss Church called on Mrs. Pike and assisted her in rearranging the shelves. Considerable discussion took place on the matter of book fines for overdue books. Some dissatisfaction has been noted. Mrs. Pike has had "fine-dree days" recently and several books found their way back to the library. A motion was made and seconded that we continue with the practice of fining for overdue books at the rate of 3¢ per book per library day but not more than the value of the book. Mrs. Pike will continue to send reminder cards on a regular basis for overdue books. The trustees feel this is the only way to get the books returned.

The typewriter has still not been returned. Miss Read desired to use it further. Mrs. Pike will ask Miss Read if she is in possession of a Cutter system book, or whether or not the library has even had a copy.

Buildings & Grounds: The new furnace is in the hands of the dealer and as soon as his present job is completed he will install same.

Mrs. Pike will ask the janitor, Mr. Galinault, if he will dust the downstairs shelves.

New Business: National Book Week will be observed in November. Mrs. Call will contact Mrs. Streeter about her willingness to cooperate in some observance.

Discussion of meeting dates: Voted to hold our meetings on the third Wednesday on each month. Secretary XX was instructed to send a card to the Town Office to this effect.

Next meeting to be held October 16, 1963

Respectfully submitted

Velma B. Aiken
Secretary

October 18, 1963

The regular meeting of the trustees was held on Wed. night with 4 trustees and the librarian present. Mrs. Beulah Gammell is a surgical patient in a Boston hospital.

The secretary's report was read and accepted. In the absence of the treasurer, his report was not given.

The librarian reported that no book committee meeting was held on Sept 25 as scheduled, but that a meeting would be held on Oct 23.

Mrs. Pike desires to rearrange shelves in some locations as to type of book and would like some assistance. She feels Miss Read would be of assistance to her if she were willing. Also Marion Purington. The point was brought out of whether or not this might interfere with the cataloging system. Mrs. Pike will contact Miss Church as to this point.

Discussion of book week was held. Mrs. Streeter is willing to have the school children participate in some observance, preferably on a Wed. or Thurs (Nov. 13 & 14.) Mrs. Pike will make arrangements with Mrs. Streeter as to how many at a time, etc.

Mr. Saunders reported that he has removed old magazines from the cellar.

Old Business: The furnace is not yet installed due to pressure of work on the supplier.

Cellar drainage problems again were corrected by Mr. Saunders and Mr. Carpenter. Also the leak on the westerly side of the roof. This leak had done some damage in the children's wing.

Mr. Albert Galipault has submitted his resignation as janitor due to a change in his work hours; Mr. Henry Demarais has consented to be the new janitor, and Mr. Saunders will brief him on his duties.

Mr. Saunders mentioned the possible need of a new ladder to be used in maintenance duties. He will investigate price, etc.

Considerable discussion took place on instances of maliciousness vandalism and general misbehavior. This cannot be tolerated, and more action will be necessary if it continues.

The next meeting will be held on November 20. Mrs. Call, our chairman, disclosed that she would not accept another term on the board of trustees and asked that we be thinking of possibilities to replace her inasmuch as whoever it might be would have to be nominated at the caucus in December. All the trustees regret her decision not to be a candidate.

Respectfully submitted,
Velma B. Aiken

November 20, 1963

The regular meeting of the trustees was held on Wed evening with 5 trustees and the librarian present.

The Secretary's report was read and accepted.

Treasurer's report showed a balance of hand of \$821.51. Some discussion was held on general expenditures.

A book committee meeting has been held and more books will be ordered after more consideration.

Librarian report; The typewriter has been returned and is in need of repairs. Mrs. Pike will take it to Barrett & Bakers. She also requested that some of the busts which are now down cellar be brought back upstairs.

Mrs. Pike spoke of the observation of National Book Week. The first through sixth grades came to the library on Wed and were told stories by Mrs. Rowe. Mrs. Call also spoke to them on the responsibilities of children in the library. The 7th and 8th grades came on Thurs and Mrs. Rowe reviewed books and showed films on library procedures.

Old Business: The furnace has been partially installed and should soon be completed.

Mr. Saunders has talked with Henry Demarais about his new custodial duties and has found him to be very cooperative. No start has been made on the new bulletin board as yet.

Mrs. Pike reported that the new shelf rearrangements she has in mind will have no effect on the cataloging system.

Mrs. Audrey Brown will be nominated at the caucus on December 14 to fill the vacancy which will be present.

New Business: Mr. Gifford made mention of the possibility of some sort of remembrance to Miss Read for her devotion during her term as librarian. Some suggestions were made including record room downstairs or a record for same. This is something to think of in the future.

Next meeting will be held December 18th.

Velma B. Aiken
Secretary

December 13, 1963

The December meeting of the trustees was held with 4 trustees and the librarian present.

The Secretary's report was read and accepted.

In the absence of the treasurer, no treasurer's report was given. However, it was noted that the finance board were asked for an appropriation of \$1500 plus the dog fund for operational expenses for the coming year. This is the same as it was for the past year. No questions were presented. The furnace is to be paid for by a special fund previously set aside as a building by a John C. Thompson.

Librarian's report: the librarian read a tentative report which will be inserted in the annual town report.

Some discussion took place on work done by the librarian of a genealogical nature. Motion made and seconded that any money received by her for work of this nature shall be accepted for herself for work done on her own time. This was not felt to be in the line of a librarian's duties.

Mrs. Pike mentioned a future possibility of having an art & crafts exhibit with local people showing their work.

Old Business: The furnace has been installed. During the process, it was discovered that the old tank had sprung a leak so a new one was installed.

Discussion of floor polisher. Mrs. Call reported that there seems to be about 2 price ranges--namely, one \$18-20 and a heavier one for \$23-31. Motion made and seconded to purchase a good grade of floor polisher.

Herbert ~~Saunders~~ and Audrey Brown were nominated at the town caucus for trustees for the coming terms. Their names will be placed on the ballot for town meeting.

A new bulletin board has been made and installed in the library as a token of esteem to Miss Jennie Read for her devoted services as librarian. Mrs. Pike will compose a letter to be signed by the trustees and sent to Miss Read to this effect.

New Business: More discussion took place on the subject of State Aid. Mrs. Call will talk with the selectman regarding their feelings.

The next meeting will take place on January 15, 1964.

Respectfully submitted,

Velma B. Aiken

The January meeting was held on Jan. 29 with 5 trustees and the librarian present.

Secretary's report read and accepted as such.

Treasurer's report: The annual report was read and accepted.

Librarian's Report: Mention of annual report was made as it appeared in the annual town report. Book committee ^{meeting} was held last week and new books will be ordered soon. Librarian has not as yet started her courses in book cataloging as specified when she was originally hired but she promised that she would as soon as time permitted. Some discussion took place as to the trustees position as regards book reports by the elementary school children. The eighth grade pupils are to come to the library the week following this meeting for cataloging instructions and in general library procedures as regarding helping themselves to located some of their own needs. *Mrs. Rawes* ~~Miss Church~~ will be present to show films on the same subject.

Old Business: The selectmen still prefer that we do not ask for State Aid. Forms to be returned signed in the negative. The chairman reported that Mr. Demarais is satisfied with old floor polisher for the present so the matter will be dropped until such time as one becomes necessary. The janitor has also cleaned up the cellar. Mr. Gifford will attend to securing a plate to be attached to the new bulletin board in honor of Miss Jennie Read.

Public Relations: A letter signed by the trustees has been sent to Miss Read informing her of our action regarding the new bulletin board.

New Business: Mention was made of an odor of oil noticeable within the building. Mr. Gifford will inform the supplier.

The next meeting will be held February 19 which will be the annual reorganization meeting. Suggestion was made that the present chairman be present until the election of a new chairman. She consented to do that.

Respectfully submitted,
Velma B. Aiken, Secretary.

February 27, 1964

The February meeting was held on February 27 with 4 trustees, Mrs. Call and the librarian present.

The first action of business was the election of officers for the ensuing year. Elected were:

Chairman, Rolland Gifford
Secretary, Velma Aiken
Treasurer, Earl Lowell

The secretary's report was read and corrections made.

Treasurer's Report: Checking account now stands at \$680.26. The auditors have been over accounts and found everything in order. Only suggestion made that when librarian turns over money to the treasurer that a receipt be given.

Librarian and Book Committee Reports: Some new books have been received. Librarian read letter from Mass. Library Trustees Assoc. for periodic bulletin. Motion made and seconded that we enroll our Chairman to receive this bulletin as we have done in the past.

Librarian made mention of an advertisement seen for a book truck to be used in carrying books within the library. Voted to purchase same for approximately \$12 for the librarian's use.

Some discussion on suggestions for book committee members. A new committee will be named soon as is done yearly.

Public Relations: the 3th grade attended a session of instruction of how to use library facilities.

We will continue to have our meetings on 3rd Wednesday on each month.

Trustees gave a vote of thanks to Mrs. Helen Call for her many years of faithful service as a trustee--most lately having been its chairman.

Old Business: Mr. Gifford mentioned the merger of Franklin Fuel with Rice Oil Co. Mr. Gilmore has stated that it is on their work schedule to install the vents in the cellar as agreed to during recent furnace installation. No odor of oil has been noticed lately. Some discussion as to now changing our oil supplier. Decided to have furnace installation completed satisfactorily before deciding upon whether or not to change suppliers.

New Business: National Book Week April 12-18. Mrs. Pike is planning to have an adult book review with Miss Church to review new books. Arts and crafts program started. Mr. Looman now has paintings on display and Mrs. Decyk will later display handicraft article. Wally McCloud and Bill Gilderdale will also display guns and Mr. Snively photographs.

Buildings & Grounds. Writing reported on outside of building. Mrs. Emma Bailey the late auctioneer from Brattleboro has been at the library looking for information on flags.

March 14, 1964

The March meeting of the trustees was held March 14 with 15 trustees and librarian present. Our new trustee, Mrs. Audrey Brown was welcomed.

Treasurer's Report: Balance in checking account is \$448.07.

Secretary's Report was read and accepted.

Librarian's Report: Book truck which was to have been ordered was found to be more expensive than at first thought so decided against purchasing. Mr. Saunders will try to make one at his convenience.

Book committee has met. Announcement made of plans for Library Week. A book review for adults will be held on Thursday April 16. at 7:30. Refreshments will be served.

A children's book review will be held the following Sat. morning.

Old Business: Name plant for easel in foyer is now in hands of Cleary and jeweler and will be available soon.

Vents have been installed in basement air ducts as agreed upon.

An extra set of keys has been secured and will be given to the Fire Dept.

Book committee members: Fred Urban
Mrs. Snively
Mrs. Sewall
Mrs. Penegar
Mrs. Goodell

Other suggestions named and chairman will contact.

New Business: Furnace has stopped a couple of times.

Building & Grounds Committee appointed: H. Saunders, Chairman
Other male members as helpers

Finance Committee appointed: Earl Lowell
Rolland Gifford
Mrs. Brown

Book report situation has been cleared up. Book reports will be made in school and lists of book ~~sent~~ sent to librarian for certificates.

The next meeting will be held April 15.

Meeting adjourned,

Velma B. Aiken, Secretary

April 15, 1964

The April meeting of the library trustees was held April 15 with 5 trustees and the librarian present.

The Secretary's report was read and accepted.

Treasurer's report showed a balance in the checking account of \$178.15. Treasurer will contact the town clerk and treasurer to get this year's appropriation.

Old Business: A set of keys has been given to FireDept. for use in case of emergency. Chief Gray has inspected the chimney in preparation to lighting the fire-place at the Library Week observance. He has given his consent and will leave matter up to the discretion of the members.

The plaque has been installed on the bulletin board in honor of Miss Jennie Reed at a cost of \$8.

No trouble has been noted with the furnace after the last visit of the supplier.

Librarian Report: Bulb out on the outside light. This was immediately rectified. Chairs may be borrowed from the fireman's group if necessary.

Mrs. Decyk has an exhibition now on display featuring arts and crafts of her native country. Mr. & Mrs. Snively will be next to put on an exhibition of photography.

Mrs. Pike mentioned the matter of a raise in pay. She is desirous of getting \$1.65 per hr. instead on \$1.35. Some Discussion followed and Mr. Lowell will bring in some budget figures for observation.

Meeting adjourned,

Verna B. Aiken, Secretary

MASSACHUSETTS LIBRARY
TRUSTEES ASSOCIATION

Rolland W. Gifford, Jr.

is a member for year ending December 31, 19 64

William H. Diamond
WILLIAM H. DIAMOND, TREASURER
236 SUMMER AVE.
READING, MASSACHUSETTS

June 17, 1964

The May meeting was omitted, and the June meeting was held with 5 trustees present.

The Secretary's report was read and accepted.

The treasurer reported a checking account balance on hand of \$1500.28. He also noted that the electric light bill seemed unusually high.

Old business: The trustees cannot see their way clear at present to increase our librarian's wages. It may possibly be considered in our budget for next year.

We have purchased a new power mower and a new 20 ft. aluminum ladder.

New business: Mrs. Pennegar will give a fireplace screen to the library.

It was noted there was some lumber available to build a small tool shed to house the new mower and gasoline for same. Mr. Saunders will investigate and probably build.

Mr. Sellers asked permission to cut brush on boundary line. Permission given.

Librarians's Report: List of books ready to be purchased. Two story hours are planned for the summer program with Mrs. Rowe present. The librarian is also planning a summer reading club for younger children. The week of 6/22 through 7/1/64 shall be fine-free. More rowdyism has been noted.

No more meetings until September 16 unless conflictions or other important business comes up.

Respectfully submitted,

Velma B. Aiken
Secretary.

October 14, 1964

The September meeting was omitted, and the October meeting was held October 14 with 5 trustees present.

The Secretary's report was read and accepted.

Treasurer's Report: Checking account balance of \$733.53, which is quite low for this time of year. Clipping of coupons will give an additional \$200 or \$300. Mr. Lowell plans to draw money from special acct. at bank for deposit in checking account in anticipation of bills. Some discussion of bonds.

Librarian's Report: A new substitute is needed because Marion Purington is attending college. Mrs. Kinner was suggested at \$1 per hour. Voted to ask this person to assist as substitute. Mrs. Pike's car is to be parked off the street as a result of an accident, and at the advice of the state trooper. Someone will talk with selectmen about plowing of space for car. Records of Revolutionary War veterans donated by lady from Greenfield. To be kept in building. Mrs. Pike reminded us of her desire for a book truck. Discipline in building is becoming more and more of a problem. Mr. Gifford and Mr. Lowell to draft an item for publication in the newspaper. Summer book club program was enthusiastically received and also two story hours for children. Rug display was conducted with Mrs. Wayne Weed as exhibitor. A prize-winning display at the Gfld. fair by the East Colrain 4H club was brought in for display by Mrs. Osdin Lynde. It is with deep regret to report that Mrs. Lynde passed away later that same night. Mrs. Gammell will be the next exhibitor. The gun display will have to be postponed for the present.

New Business: State Aid to libraries literature filed with Secretary. Talked of possibility of having a future meeting of Library Assoc. in Colrain. Suggestion was made that a copy of the voting list be posted in library.

Buildings & Grounds: Mr. Saunders has built the tool shed at back of library building. Announcement made that it has been deemed necessary to dig up the sewer pipe because of "back-up" problems. Clint Stafford will be asked to do the job as soon after election as possible.

Globes have been ordered for the outside lights. The furnace apparently works ok.

Next meeting November 18.

Respectfully submitted,
Velma B. Aiken.



The Commonwealth of Massachusetts

Department of Education

Division of Library Extension

200 Newbury Street, Boston 16

July 14, 1964

Mrs. David Pike, Librarian
Griswold Memorial Library
Colrain, Massachusetts

Dear Mrs. Pike:

The regulations to be promulgated under P. L. 88-269, the Library Services and Construction Act are at this time in final approval process. The Guide to the preparation of the State Plan for Public Library Construction under Title II of the Act and the Outline Form on which the State Plan must be submitted are also now still in draft form pending official approval of the Department of Health, Education, and Welfare and the Bureau of the Budget. We are hopeful that there will be a Senate vote on LSCA funds soon!

However state library administrative agencies are being urged by the Library Services Branch to submit tentative State Plans as soon as possible. We are mailing out with this letter to every head librarian in the Commonwealth, an information memorandum on criteria, priorities and conditions for eligibility for federal grants for public library construction and an application form for a federal grant from the state's allocation for this purpose in fiscal 1965 (July 1, 1964-June 30, 1965).

Librarians are urged to read the enclosed materials very carefully. Those who expect to apply for a grant should write this agency for two additional copies of the Application Form so that when completed one copy may be retained for the local files and two copies submitted to this agency.

Sincerely yours,

V. Genevieve Galick

V. Genevieve Galick
(Mrs. George J. Galick)
Director

VGG ENC
Enclosures

c.c. - Chairman, Board of Library Trustees

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF EDUCATION
DIVISION OF LIBRARY EXTENSION
200 NEWBURY STREET
BOSTON, MASSACHUSETTS 02116

GENERAL INFORMATION - CRITERIA - PROCEDURES
AND GUIDELINES
FOR
APPLICATION AND APPROVAL OF PROJECTS
FOR
PUBLIC LIBRARY CONSTRUCTION GRANTS

under
MASSACHUSETTS STATE PLAN - LIBRARY SERVICES AND CONSTRUCTION
ACT, TITLE II (P.L. 88-269, P.L. 597 as amended)
JULY 1, 1964 - JUNE 30, 1965

July 1964
Publication No. 269
Approved by Alfred C. Holland, State Purchasing Agent

General Information - Objectives - Policies

This memorandum is issued to provide information for trustees, librarians, and others interested in applying for Federal Aid for public library building projects.

The purpose of P.L. 88-269 (Library Services and Construction Act) is to promote the further extension by the several States of public library services to areas without such services or with inadequate services; and to provide federal assistance in public library services and construction programs without interfering with State and/or local initiative and responsibility in the conduct of public library services.

The administration and supervision of a State Plan for Title II - Public Library Construction is placed by both federal and state statutes with the Board of Library Commissioners through its administrative agency, the Division of Library Extension (See P.L. 88-269, Section 103 (a) and G. L. Chapter 78, Section 19).

The policies, plans, and regulations for apportioning this Federal Aid have been developed on the basis of:

1. An awareness of national developments and professional opinion in the library field.
2. A careful study of this state's local public library building needs.
3. A consideration of other salient factors relating to public libraries making application for participation in this grant program - such factors as potential growth, service to outlying areas, annual operating budgets, collections of books and related materials, number and quality of staff, etc.
4. The complementing, supplementing, and further development of the state-aided program of regional public library systems.
5. The assistance of areas of high poverty incidence where there are groups of disadvantaged and culturally deprived not adequately served by public library facilities.

Definitions

The following definitions are taken directly from the federal regulations governing the administration of the Library Services and Construction Act.

a. "Public Library" means a library that serves all residents of a community, district, or region without discrimination and receives its financial support in whole or in part from public funds. Such term does not include libraries such as law, medical, school, and academic libraries, which are organized to serve a special clientele or purpose.

b. "Public library construction" means the construction of new public library buildings and the expansion, remodeling and alteration of existing buildings to be used as public libraries, and initial equipment of any such buildings, including architect's fees and the cost of the acquisition of land.

c. "Public library services" means library services which are provided by or on behalf of a public library except library services to a school.

d. "State agency" or "agency" means the State library administrative agency which is the official State agency charged by State law with the extension and development of public library services throughout the State.

e. "State plan for construction" or "plan for construction" means a State plan for the construction of public libraries developed by the state agency and submitted to the U. S. Commissioner of Education for approval under the Act.

f. "Supervision" means guidance by the State agency with authority necessary to assure the observance of the policies and methods of administration adopted by the State agency pursuant to the Act.

Financing

The state's federal share in fiscal 1965 (July 1, 1964 - June 30, 1965) for public library building construction will be \$810,122 if Congress votes the full appropriation of \$30,000,000, requested by President Johnson for Title II of the LSCA. The state's federal share for fiscal 1966 (July 1, 1965 - June 30, 1966) under a full authorization of funds at \$20,000,000, will be \$526,910. The federal share for Massachusetts is set at 43.14% to be matched or earned by 56.86% provided from state and/or local funds. There is no money available and specifically earmarked for State Aid for public library buildings. Therefore, all matching funds for federal construction grants will necessarily be local funds.

In order to spread the federal funds more widely to more areas and more communities, the general percentage formula for grants has been set at 25% of a construction project from federal aid, to be matched by 75% made available from local funds.

The Board of Library Commissioners reserves the right to set a ceiling figure as the maximum federal grant to be allocated in any one year to any one municipality. This determination will be made annually and will depend upon the total number of local applications received and determined to be eligible for grants. The Board also reserves the right to increase the ratio of federal funds to local matching funds in the case of areas designated as economically depressed. In no instance will this variable matching ratio exceed 35% federal funds to 65% local matching funds.

The local funds for library building projects used to match the federal aid may be acquired by appropriation, sale of bonds by the municipality, or gift monies from any source to the library in question. According to federal regulations - the local expenditures which are to be considered in computing the amount of federal participation in any construction project will be only those that are made from public funds. Such public funds may include contributions from private organizations or individuals which are deposited in accordance with state and/or local law to the account of the political subdivision, or agency thereof, without such conditions or restrictions as would negate their character as public funds.

Priorities

The assignment of priorities is not a requirement in the LSCA. However, since the available federal funds in any one year will not be sufficient to cover all the public library construction needs, it seemed most appropriate and realistic to establish priorities for

consideration of applications. Major concerns in the establishment of these priorities are:

1. the immediate and long-range needs of libraries of all sizes in both rural and urban areas.
2. the reaching out, in so far as possible, to all geographic areas of the Commonwealth.
3. the possibility of attainment at the local level of reasonable and fair standards for local public library service.
4. the further development of regional public library systems.

In line with the above-listed major concerns, annual allocations of federal aid funds for public library building construction will be approved according to the following priority schedule:

a. Central library buildings of local public library systems serving as headquarters, regional or sub-regional center libraries : in the three state-aided Regional Public Library Systems.

b. Central library buildings of local public library systems which are participating in a regional public library system and are also eligible for a direct state aid grant. A higher priority will be given to libraries which are large enough to have substantial book collections, a trained library staff, a budget adequate enough to provide good reader and reference services and a location from which smaller communities outside the taxing limits may benefit from its resources.

c. Central library buildings for communities where long-established public library services have been temporarily interrupted or discontinued due to circumstances beyond the local community's control.

d. Branch library buildings of a local public library system. The lowest priority will be accorded branch library building construction as it is felt that city-wide, system-wide, and inter-system services of the most substantial and significant character are developed most effectively and most efficiently from a well-organized central library building. In the area of branch buildings, first consideration will be given the branch building project which will serve an under-privileged and culturally deprived neighborhood in a large municipality.

Requirements or Conditions for Eligibility

In considering applications for federal grants for public library construction, the Board of Library Commissioners will first refer to the priority schedule noted above. To establish favorable consideration or eligibility for a federal grant, certain other conditions or requirements must be met by the local municipality and/or public library. These conditions or requirements are outlined below:

1. The public library whether an agency of local government or a privately organized institution with corporate status must have a regular annual source of operating income from public funds.

2. The submission of a carefully prepared statement and projection of the library's complete needs (space, personnel, book collection, etc.) for a 20-year period - which document proves conclusively that the present plant is not such as will permit present and future development of adequate public library services; and which also includes a reasonable assurance that the premises will be used as a public library facility for at least 20 years hence and that adequate service and support level will be maintained.

3. Construction planned on a strategically located and available site which is preferably already acquired.

4. Assurance of the necessary local financing of the total building project on a ratio of: local funds 75% - federal funds 25%. In the event a ceiling is set by the Board in any given year on the maximum amount of any one grant and the ceiling figure does not constitute as much as 25% of the total cost of a particular building project, the balance for the project must be provided and financed locally.

5. The retaining of a registered architect. It is strongly recommended also that an experienced librarian-building planner acquainted with administrative and operating methods be retained to work with the architect in the early stages of planning.

6. A statement of agreement or commitment to bringing the library's financing, staffing, book collection and hours of service up to reasonable standards as promptly as is feasible. In reviewing applications, the Board will apply the widely recognized and accepted standards in PUBLIC LIBRARY SERVICE published by the A.L.A. in 1956 with the latest available Cost Supplement; and the INTERIM STANDARDS FOR SMALL PUBLIC LIBRARIES published by the A.L.A. - Public Library Association in 1962.

7. The completion of a contract or agreement with the Board of Library Commissioners which permits and provides for:

a. acceptance of state supervision of the locally administered project and a 100% on-site federal audit of combined local and federal expenditures.

b. adherence by contractors and builders to provisions of the Davis-Bacon Act as amended (U.S.C. 276-276a - 5) and non-discrimination clauses prescribed by Executive Orders in 1961 and 1963 (Order #10925 - 3/6/61 [26 F. R. 1977] and #11114 - 6/22/63 [28 F.R. 6485]).

8. The submission to the Division of Library Extension for evaluation of a set of completed preliminary architectural drawings from which deductions may be made as to such factors as adherence to professionally acceptable space formulae and to efficient space arrangements based on a carefully prepared service and work program.

Other Information Governing the Administration of Title II of LSCA

State-level administrative costs for Title II are allowable but must be charged to the program budget in the State Plan for Title I - Public Library Services.

No construction grant may be made to any municipality or public library planning a public library service or branch of a public library system from a public school building.

In general, federal loans under other programs made to local municipalities may qualify as local matching funds but federal grants do not qualify. If the municipality is receiving any other federal assistance for the public library service, it is important to note this on the application and to cite the legislation for the federal grant or loan program.

The LSCA does not permit the purchase of a building for renovation or remodeling for public library purposes.

Demolition may be figured as a legitimate part of construction costs if necessary to the public library building program.

Preliminary architects' fees made in advance of approval of a local building project are allowable provided they are incurred after the effective date of approval of the State Plan and for an approved local building project.

Every municipality or local public library, whose application for funds with respect to a project for construction of public library facilities is denied, will be given an opportunity for a fair hearing before the Board of Library Commissioners, as provided for in section 203 (a) (3) of the LSCA - if a written request for said hearing is forwarded to the Board within the specified period of time.

Planning Procedures and Filing of Applications

A questionnaire was prepared and distributed to all public libraries in April, 1964, to ascertain local plans for public library building construction within the next few years. Returns from this questionnaire did provide this agency with current statewide data on local public library building plans. Further communications as to local building projects under consideration or in any stage of development will be welcomed at any time.

Although Congress has not as yet voted an appropriation for LSCA, the Board has prepared and is distributing with this memorandum application forms to be completed by public libraries wishing to make application for a 1965 federal grant for a public library building project. In anticipation of an appropriation within the next two months, the Board has set up the following timetable for receipt, review, and approval of federal construction grants. It must be understood that the timetable may need revision since implementation of the whole program depends on congressional appropriation of funds, receipt of regulations and state plan outlines in approved form, submission and approval of the state plan for Title II:

July 15, 1964 - September 30, 1964

Applicants for federal grants submit application, building program statement, preliminary plans, cost estimates, and construction timetable.

October 1, 1964 - October 31, 1964

Board will review applications and announce provisional awards.

November 1, 1964 - November 15, 1964

Period reserved for submitting written requests for a fair hearing.

November 15, 1964 - December 15, 1964

Hearings held if requested.

January 1, 1965 or as soon thereafter as possible.

Board will have in hand all final building plans and firm local finance commitments and will submit individual building projects to U. S. Office of Education for approval.

March 1, 1965 or as soon thereafter as possible.

Final approval to applicants.

Within the limits of its staff and facilities, the Division of Library Extension will assist applicants with the preparation of a complete statement on building needs and plans. Kits of pertinent information and materials will be assembled and distributed to all applicants.

Payments to applicants approved for grants will necessarily be made on an open schedule since payments of federal funds to states will be made in installments upon completion of various phases of the approved construction projects. The Division will arrange for management checks on project progress by periodic on-site visits and conferences with the head librarian.

Final payment of 10% of the total federal grant will be withheld contingent upon a final audit report on the completed local project expenditures.

To avoid unnecessarily prolonged negotiations, the state agency will require firm agreements as to the date of the conclusion of building projects and will set a cut-off date for final payment of a grant.

The Board will notify all head librarians immediately of the effective date of approval of the State Plan for Title II of the LSCA.

All statements in this memorandum are subject to change or amendment to conform with additional directives or communications from the Library Services Branch of the U. S. Office of Education.

July 1964

BOARD OF LIBRARY COMMISSIONERS
DIVISION OF LIBRARY EXTENSION
200 NEWBURY STREET
BOSTON, MASSACHUSETTS 02116

CONSTRUCTION PROJECT APPLICATION
Title II, Library Services and Construction Act, P. L. 88-269

The applicant, pursuant to Title II of the Library Services and Construction Act, hereby applies for Federal Funds from the allotment available in fiscal _____ to the State for the construction of the public library facility described below.

1. Legal name of applicant:

2. Address (City, County, and State):

3. Name and location of public library facility:

4. Type of library organization (Check those which apply):

Unit or agency of local government
Corporate status under legally established Library Board
Other (explain)

5. Ownership of public library building is vested in:

6. Participation in State-Aid Program under Chapter 760, Acts of 1960:

a. Is library certified for a direct state grant? _____

b. Is library member of a regional public library system?

Central _____ Eastern _____ Western _____

7. Population of city or town served by library:

a. 1960 U. S. Census _____

b. Later official census (specify) _____

c. Estimated population 20 years hence (indicate
source of information) _____

Application 2.

8. Narrative description of facility. Submit on a separate sheet or sheets as complete a description as possible of the proposed project necessary to an understanding of its purpose, estimated cost, and relation to existing facilities. Describe the project in terms of the following categories:

Architect's fees: Include a specific description of the assignment to be given to an architect together with the program statement prepared for the project.

Site acquisition: Include a legal description of the site, site survey and soil investigation data, and interest in the site sufficient to assure its undisturbed use for public library purposes for not less than twenty years hence.

New construction: Describe fully the new construction which is planned. Identify any existing facility, if any, which is to be replaced and indicate the proposed disposition of such facility.

Expansion - Remodeling - Alteration: Describe the nature and extent of additions to, or alterations of existing facilities and the purposes to be served.

Equipment: Describe the initial equipment to be purchased and show its proposed use in connection with the construction project.

Necessity for project: Provide a detailed statement justifying the request for federal funds to aid the building project. This statement must give conclusive evidence that the proposed building, expansion, or alteration project is needed for an area now served by inadequate library facilities. The statement must also describe the purpose and extent of the proposed additional facilities.

9. Architect: Name

Address

State certified or registered?

Member A. I. A.?

10. Librarian - Building Planning Consultant:

Name

Address

11. Construction Cost Estimates. (The costs estimated and itemized below should be the total costs of the project for which this application is submitted.)

1. Architect's fees	\$
2. Consultant fees	\$
3. Site acquisition	\$
4. Contracts for new construction	\$
5. Contracts for expansion, remodeling or alteration of existing buildings	\$
6. Initial equipment	\$
7. Other (describe)	\$
TOTAL	\$

12. Non-federal construction funds available to applicant.

A. Funds now available

1. Free cash on hand or appropriation	\$
2. Gifts	\$
3. Other (specify)	\$
Sub-Total	\$

B. Source and amount of additional funds

1. Contingent gifts and bequests	\$
2. Bonds	\$
3. Other (specify)	\$
Sub-Total	\$
TOTAL	\$

Application 4.

13. Financial analysis

A. Federal share of estimated costs	\$
B. Local funds	\$
C. Total estimated funds required	\$

14. Estimated date of project completion:

15. Projection of estimated schedule of requests for federal funds payment:

1st Date	Amount	\$
2nd Date	Amount	\$

16. Person authorized to receive and safeguard federal aid funds:

Name & Title -
Address -

17. Person authorized to requisition and approve expenditure of federal aid funds:

Name and Title -
Address -

18. A. Address where federal funds will be deposited:

B. Indicate whether federal funds on deposit will earn interest; and if so, the procedure set up for crediting such interest to the United States:

19. Official accounts of receipts and disbursements for proposed construction project will be maintained by:

Name and Title -
Address -

20. Official documents to verify information shown in official accounts will be filed by:

Name and location of agency:

21. The applicant hereby gives assurance to the Board of Library Commissioners and Division of Library Extension:
- A. That actual construction work will be performed by the lump sum (fixed price) contract method, that adequate methods of obtaining competitive bidding will be employed prior to awarding the construction contract, either by public advertising or circularizing three or more bidders, and that the award of the contract will be made to the responsible bidder submitting the lowest acceptable bid;
 - B. That the applicable Labor Standards will be included in all construction contracts in excess of \$2000.; that construction contracts in excess of \$2000. will prescribe the minimum rates of pay for laborers and mechanics engaged in the construction of the project as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, and the regulations issued pursuant thereto by the Secretary of Labor;
 - C. That all construction contracts will include Labor Standards relating to kickbacks;
 - D. That the project will not be advertised or placed on the market for bidding until the final working drawings and specifications have been approved by the Division of Library Extension;
 - E. That the applicant will conform to all applicable sections of the State and Local Building Codes and will make such reports of progress and expenditures as the Division of Library Extension may require from time to time;
 - F. That federal aid funds received by the applicant will be expended solely for the purpose for which paid and any such funds lost or diverted from that purpose will be repaid to the United States;
 - G. That library services provided in the proposed public library facility will be available free of charge and without discrimination to all members of the municipality or region served;
 - H. That the proposed public library facility will be devoted to public library purposes for a period of not less than 20 years after completion, unless its use for another purpose is approved by the U. S. Commissioner of Education;
 - I. That a deliberate and continuing effort will be made to bring the budget, staff, book collection and service of the proposed public library facility up to accepted state and national standards.

Application 6.

Certification of Application

The application for federal funds attached hereto was submitted to the Board of Library Trustees at a legal meeting held on the _____ day of _____ in 19____, when the following board members were present: (Give names, not signatures of those present).

Having been read and approved, it was voted that this application be forwarded to the Division of Library Extension, 200 Newbury Street, Boston, Massachusetts 02116.

this _____ day of _____

Signed _____
Chairman, Board of Library Trustees

Signed _____
(Appropriate Municipal Official -
with title or designation)

November 18,
November 18, 1964

~~The September meeting was omitted~~ and the November meeting was held Nov 18 with 4 trustees present.

The Secretary's report was read and accepted.

In the absence of the treasurer, no report was given.

Old Business: Mr. Gifford hastalked to the selectmen about the plowing of a parking space for the librarian's car and they said would do whatever they could whenever possible--making no definite promise. Sewer problems taken care of immediately after Nov. 3rd. Roots in pipe caused the trouble at edge of the pavement of the main road. Total bill was \$101 with Howard Carpenter paying half. The globes ordered for the outside lights did not fit, and efforts are being made for their return and replacement.

Librarian's Report: A story hour was conducted for school in observance of National Book Week. The eighth grade pupils will again come for cataloging instructions and use of library facilities. Mrs. Rowe and Mrs. Church will come sometime to weed out unused books. One project is to restock young children's rack as many of these books are outdated. On December 1 Mrs. Rowe is conducting a workshop for weeding books, reordering, mending, etc. at Orange. The librarian will attend and will be accompanied by Mrs. Brown if possible. A check has been received from Clark Maynard for his usual gift of books. This amounts to 4 books per year plus Reader's Digest.

New Business: Henry Demarais has reported that he will be unable to continue his duties as our janitor for reasons of health. Mr. Frank Cutting has been suggested and has partially agreed to take over. Mr. Gifford will contact him officially. Mr. Saunders has started work on the book truck.

Terms of Rolland Gifford and Beulah Gammell will be expiring at town meeting time. We sincerely hope that both will accept renomination.

The Next meeting will be held December 16,

Meeting adjourned,

Velma B. Aiken
Secretary.

December 18, 1964

The December meeting was held with 5 trustees present.

The Secretary's report was read and accepted as such.

Treasurer reported a bank balance of approximately \$350 in which is exceptionally low for this time of year. Considerable discussion took place concerning budget in preparation of the year 1965. Discussed librarian's pay schedule and Finance Committee will draw up schedule for presentation at next meeting. Voted to give a 10 cent raise to librarian effective February 1st.

Old Business: Mrs. Gammell and Rolland Gifford have both accepted nomination to be our trustees for another term.

Buildings & Grounds: Mr. Lewis Bailey has consented to plow a driveway for the librarian's car and also clean the sidewalk in front for \$2.50 per storm

The outside globe fixture has been altered so that the new globes purchased will fit. One has been completed and the other will be done.

Alexander Gibbas has voluntarily installed an outlet in the baseboard in the south wing. Another has been suggested in the north wing for use of the floor polisher and any other purpose.

A new toilet set has been installed because of leaks which developed because of the age of the old set which had been in use for many years.

Meeting adjourned. Next meeting to be held January 20, 1965

Respectfully submitted,

Velma B. Aiken
Secretary

January 20, 1965

Meeting held with 5 trustees and librarian present.

Secretary's report read and accepted as such.

Treasurer reported a balance on hand of \$432.25 with some bills yet to pay. Report accepted as read.

Old Business: Reviewed budget as set up for 1965. Considerable discussion followed. The town finance committee did not approve of a \$200 request in our budget. In view of this, the trustees voted to continue giving the public the same service that we have been in the past year. We will operate as best we can until such a time that we run short of funds at which time we can request more money from the Town if this becomes necessary for continuous operation.

Buildings & Grounds: Praise was given to the new janitor, Mr. Frank Cutting, for the excellent work he is doing both inside the library and in shovelling the walks outside.

New book truck was exhibited. The trustees gave Herbert Saunders a vote of thanks for this valued asset.

Discussed fire extinguishers. Voted to purchase new fire extinguisher and also a cocoa mat for doorway.

Next meeting will be February 10th, a week earlier than scheduled because of the fact that reorganization must take place after each town meeting--within certain time.

Respectfully submitted,

Velma B. Aiken

February 10, 1965

Meeting held with 5 trustees and librarian present.

Secretary's report was read and accepted.

Treasurer reported a balance of \$212.13. A treasury bond has recently come due. Treasurer was advised by the auditor to cash this immediately which was done and the proceeds deposited in the special notice account in the Shelburne Falls Savings Bank. Auditors have gone over the books and found everything in order.

New Business: New officers were elected for the coming year as

follows: Rolland Gifford, Chairman
Earl Lowell, Treasurer
Velma Aiken, Secretary
Audrey Brown, Public Relations
Earl Lowell)
Audrey Brown) Finance Committee
Rolland Gifford
Herbert Saunders)
Earl Lowell) Buildings & Grounds
Rolland Gifford)

Discussion of possibilities of new Book Committee members

Voted to issue a statement concerning the number of new books in newspaper.

Statement was made that at least one high school teacher has voiced appreciation of the librarian's effort to secure books for the high school reading program. Several additions have been made to the list.

Buildings & Grounds: At the last meeting we discussed and voted to purchase a new fire extinguisher. Further ~~dixx~~ investigation disclosed that the type we had planned to purchase was not the type best suited to our needs. Therefore, our old extinguisher was recharged and is now in good useable shape. Mat for the doorway has been ordered. Mr. Cutting will glue some chairs that need attention. Glue has been furnished.

Secretary was instructed to send notice of our reorganization to the Town Clerk for posting. Meetings will continue to be held on the third Wednesday of each month.

100 new registrations have been received during the past year.

The next meeting will be held on March 17, 1965.

Respectfully submitted,

Velma B. Aiken
Secretary

March 17, 1966

Meeting held with 4 trustees and librarian present.

Secretary's report was read and accepted.

Treasurer reported a balance of \$22.12 and in view of this low status will secure the town appropriation.

OLD Business: Mat has been secured for the entryway and is proving to be very successful. The chairs needing attention have been repaired.

New Business: Librarian mentioned that at several times the front door has been found unlocked. The latch does not seem to be operating correctly and this matter will be checked by the buildings and grounds committee.

Book committee members are:

Althea Caswell
Helen Sewall
Helen Call
Mrs. Pennegar
Fred Urban

Mrs. Snively and Mrs. Goodell have resigned.

Librarian reported that the 1964 Yearbook of the Encyclopedia set is missing from the library. A notice will be inserted in the newspaper in the event that some one took it home by mistake.

National Library Week to be held April 25 - May 1
Librarian hopes to secure a film on poetry for adults

Mention was made of the need of repairing or re-finishing of the floors this spring. The men will do this work.

Before the meeting Mr. Gifford and Mr. Lowell called on Mr. Lewis Bailey to view a ~~xxx~~ display case which he secured on this trip to the south and which he would like to donate to the library. Voted to accept his kind gesture.

Next meeting will be held April 21.

Respectfully submitted,

Velma B. Aiken
Secretary

April 21, 1965

Meeting held with 4 trustees and librarian present.

Secretary's report read and accepted. No treasurer's report.

Old Business: The showcase given by Lewis Bailey has been secured and will be readied for use. The Secretary will write a letter of thanks to Mr. Bailey.

The town appropriation of money has been secured.

New Business: Mr. Saunders has fixed two basement windows which had been broken in some mysterious manner. Windows have been washed. The outside sign needs attention, and it was voted to make a new one.

Librarian's Report: Children's books have been gone through and several out-dated ones discarded. This area will be restocked and a children's corner with bench and table installed. A new case has been started. Adults books will also be done in the future. New books to replace those discarded will cost about \$100. Discussed possibility of sale of books or some fund available for such purpose.

National Library Week coming soon. Film on Robert Frost will be shown April 27 at 8PM. Mrs. Pennegar will be guest speaker on Mr. Frost. Book committed to make refreshments. Notice to be inserted in the newspaper and some new books will be displayed.

Letter from Clarke Maynard explaining that he will not be able to donate but 2 books instead of 4 as formerly plus the Reader's Digest subscription. Letter of appreciation for past donations to be sent by librarian.

The next meeting will be held May 19, 1965.

Respectfully submitted

Velma B. Aiken, Secretary

May 26, 1965

Meeting held with 5 trustees and librarian present.

Secretary's report read and accepted.

Treasurer reported the present checking account balance as \$1622.54--having received the town appropriation.

Old Business: Mr. Saunders reported he had no success along various lines concerning funds which might be available for the purchase of new books. Decided we would have to get along the best way we could. The Greenfield Girl's Club will accept our old discarded books. 27 new children's books have been received. Mr. Schneider is painting table and two benches made by Mr. Saunders for the new children's corner. The new outside sign has been started. The new showcase given us by

Mr. Bailey has in some way been locked with the key inside.

Mrs. Pennegar's talk about Robert Frost in observance of National Library Week was successful with about 12 people present. Letter of appreciation was received from the Western Mass. Library Council thanking Mrs. Pike for her participation in a panel discussion. Mrs. Pike has accepted the position of president of said unit for the ensuing year.

New Business: The trustees' hand book has been loaned to Wheeler Memorial Library in Orange for their perusal.

Library insurance policy is expiring soon. Considerable discussion followed concerning same. Voted to put this business up for bid for local concerns to give us their best offers for coverage. An appraisal should be made first. Mr. Gifford will take care of securing appraisals and a bid from each of the following:

C. W. Hawks

Halligan & Warner

Geo. Mirick

Principal points of coverage to be fire, extended coverage and vandalism.

Respectfully submitted,

Velma B. Aiken

Secretary

June 16, 1965

Meeting held with 5 trustees present as was librarian

Secretary's report read and accepted .

Treasurer reported balance on hand in checking account of \$1,357.04 with all current bills paid.

Old Business: A new Encyclopedia 1964 Yearbook has been ordered to replace the one lost. This is to be given by James Cromack in memory of his mother. The children's program held recently was successful. 17 new registrations have been secured since the first of the year.

The librarian is planning a summer reading program. She requested an electrical plug for a children's corner lamp. Vote of thanks given Mr. Saunders for his work in connection with this new corner.

New Business: Discussed the purchase of an American flag. Motion made and seconded to purchase a proper size (probably about 3 x 5) flag for inside use. Mr. Gifford will investigate.

Letter was sent to three insurance agents advertising for bids for our fire insurance coverage. An answer was received from two: C. W. Hawks & Halligan & Warner. Considerable discussion ensued. Motion made that we accept C. W. Hawks Co. bid for coverage providing such covered any damage away from the premises.

July 5th will be a library holiday.

Next meeting will be held in September.

Respectfully submitted

Velma B. Aiken
Secretary

June 16, 1965

Meeting held with 5 trustees and libr

Details supplied by bidder

1. General Information.

- A. Name of Carrier The Home Insurance Co
- B. If the Company recommends a dividend, quote percent actually paid on this form of insurance in each of the past five years.
- 1960 _____ 1961 None 1962 _____ 1963 _____ 1964 _____

2. Service.

- A. Claims and loss adjustment to be handled by:

under \$200⁰⁰ adjusted by agent
over \$200⁰⁰ - staff adjuster, Home Insurance Co

Bid Offer

I/We Halleman and Warner (Bidder)
will furnish insurance protection and service in compliance with the
specifications set forth for a total cost of \$ Two Hundred Thirty Seven
55/100 (\$ 237.55) annually for a three
year period.

It is understood and agreed that the Trustees reserve the right to accept or reject any or all bids.

Halleman and Warner
Signature of Agent
The Home Insurance Co
Name of Company
Halleman and Warner

Library Insurance Bids
Griswold Memorial Library, Colrain, Mass.

The Griswold Memorial Library of Colrain, Mass. will receive sealed bids for library insurance detailed in the attached specifications, until 8:00 P.M. Wednesday June 16, 1965. Bids will be opened by the Trustees of the Griswold Memorial Library at their regular monthly meeting, June 16, 1965. All interested parties may attend. No immediate decision shall be rendered concerning the bids submitted. After the bids have been tabulated and studied by the Trustees, representatives may be interviewed by the Trustees concerning their bids. All bids submitted shall be valid for a period of at least 60 days from the date of bid opening. The only alterations which will be allowed in the bids after their opening are a change in the published rates.

The Trustees of the Griswold Memorial Library reserves the right to accept or reject any or all bids.

The attached specifications are to be considered as a minimum. In order to facilitate comparison, bidders are required to quote on the protection outlined and on the bid forms provided. Additional information, different methods of handling coverage, increased protection and so forth will be welcomed, but must be submitted separately as an alternative bid for the board's consideration. Such alternates should follow the bid form prescribed, provide the information requested in the specifications and state the reason for recommending the suggested insurance.

Bids should be directed to the Librarian, Griswold Memorial Library, Colrain, Mass., and marked to the attention to the Board of Trustees. The Librarian is on duty Monday, Wednesday and Friday 2:00 to 4:30, 6:30 to 9:00.

Trustees, Griswold Memorial Library.

George E. Merrill & Son.

200 So. St.

Wilmington, Mass.

The following information was obtained from the records of the
 Department of the Interior, Bureau of Land Management, dated
 March 1, 1961, at Washington, D. C.:

The following is a list of the names of the persons who
 have been granted permits to enter the National Monument
 for the purpose of conducting scientific research, and the
 dates when the permits were issued:

Name	Date
Dr. J. H. Brown	1958
Dr. R. L. Smith	1959
Dr. W. D. Jones	1960
Dr. M. E. White	1961

The following is a list of the names of the persons who
 have been granted permits to enter the National Monument
 for the purpose of conducting scientific research, and the
 dates when the permits were issued:

Name	Date
Dr. J. H. Brown	1958
Dr. R. L. Smith	1959
Dr. W. D. Jones	1960
Dr. M. E. White	1961

1. Physical Damage.

- A. Building and Contents. Fire, Lightning, Extended Coverage and Vandalism and Malicious Mischief.
- B. Actual Cash Value basis, 80% coinsurance. Risk No. 247, Main St. South Side, Colrain Fire District No. 1, Colrain, Mass.
- C. Limits of Liability.
 - 1. Building \$50,000.00
 - 2. Contents \$10,000.00

2. Liability.

- A. Comprehensive General Liability, excluding products coverage.
- B. Per occurrence basis.
- C. Limits of Liability:
 - 1. Bodily Injury: \$25,000.00 per person, \$50,000.00 per occurrence.
 - 2. Property Damage: \$5,000.00

3. General Conditions.

- A. Three year policy with annual premium payment plan.
- B. All policies bid shall be non-assessable
- C. All insurance shall be in one policy.
- D. Bids shall be equal to or better than S. M. B. program.

4. Deductibles.

- A. Mandatory windstorm and hail deductible only.

5. Effective date and expiration date of coverage.

Effective June 22, 1965

Expiration June 22, 1968

The Trustees will cancel all current duplicate coverage as of the effective date of the package insurance policy, and will request that all unearned premium (and earned dividend) on all current old policies being replaced by the new package policy be returned to the Griswold Memorial Library.

1. The first part of the document is a letter from the President of the United States to the Congress, dated January 3, 1862. It is a very long letter, and it contains a great deal of information about the state of the country at that time. It is a very important document, and it is one of the most interesting documents in the collection.

Details Supplied by Bidder

1. General Information.

A. Name of Carrier _____

B. If the Company recommends a dividend, quote percent actually paid on this form of insurance in each of the past five years.

1960 _____ 1961 _____ 1962 _____ 1963 _____ 1964 _____

2. Service.

A. Claims and loss adjustment to be handled by:

Bid Offer

I/We _____

(Bidder)

Will furnish insurance protection and service in compliance with the specifications set forth for a total cost of \$ _____

(\$ _____) annually for ~~threes~~ year period.

It is understood and agreed that the Trustees reserves the right to accept or reject any or all bids.

Signature of Agent

Name of Company

DECLARATION OF SERVICE

1. Name of Defendant
A. Name of Defendant

2. In the County of _____ State of _____
the _____ day of _____ 19____

_____ 19____ _____ 19____ _____ 19____ _____ 19____

3. Service

A. Claims and loss of interest to be handled by:

and other

We _____
will furnish insurance coverage and pay the cost of _____
and for a total cost of _____

It is understood and agreed that the Defendant reserves the right to accept or reject any or all bids.

Details Supplied by Bidder

1. General Information

A. Name of Carrier HOLYOKE MUTUAL FIRE INSURANCE CO. OF MASS., MASS.

B. If the Company recommends a dividend, quote percent actually paid on this form of insurance in each of the past five years

1960 _____ 1961 _____ 1962 _____ 1963 15% 1964 15%

20% Dividend on straight fire
policies for over 100 years.)

2. Service

A. Claims and loss adjustment to be handled by:

General Adjustment Bureau of Springfield and/or
other Adjustment Services acceptable to assured.

Bid Offer

I/WE C. W. HAWKS & CO., JOHN W. HOYT, AGENT (Bidder)

will furnish insurance protection and service in compliance with the specifications set forth for a total cost of \$ 791. Three year premium.

(Less 10% dividend) (\$ 277.) annually for a three year period.
(Annually) \$235.45 - 2nd and 3rd years.

It is understood and agreed that the Trustees reserve the right to accept or reject any or all bids.

John W. Hoyt
Signature of Agent

Holyoke Mutual Fire Insurance Co.
Name of Company

Please refer to attached Proposal for breakdown of Coverages and Amounts of Insurance. Please note that Property Damage is \$25,000. instead of \$10,000. as suggested by Trustees. \$25,000. is minimum for Multi-Peril Policy.

C. W. HAWKS & CO.
JOHN W. HOYT, AGENT
INSURANCE SERVICE
SHELburnE FALLS, MASS.

HOLYOKE MUTUAL FIRE INSURANCE COMPANY

TRUSTEES, GRISWOLD MEMORIAL LIBRARY

Main Street

Colrain, Massachusetts

Section I

Building	\$50,000.00	Fire, Lightning, Wind, Hail, Explosion, Smoke, Vehicles, Aircraft, Riot, Civil Commotion, Vandalism and Malicious Mischief.
Personal Property	\$10,000.00	Fire, Lightning, Wind, Hail, Explosion, Smoke, Vehicles, Aircraft, Riot, Civil Commotion, Vandalism and Malicious Mischief.

Section II

Bodily Injury	\$25,000.00 each person 50,000.00 each occurrence	Covers Liability for injury to others or damage to their property arising from the ownership, maintenance, or use of the premises.
Property Damage	\$25,000.00	

Premium

Section I	\$738.00	
Section II	53.00	
	<u>\$791.00</u>	Total Prepaid Premium
	831.00	Total Deferred Premium
	277.00	Annual Installment

Our Current Dividend: 15%.

For details of coverage see SMP: 500, 184, 501, 900, 189A.

6/9/65

C. W. HAWKS & CO.
JOHN W. HOYT, AGENT
~~INSURANCE MANAGER~~
SHELburnE FALLS, MASS.

C. W. HAWKS & CO.
JOHN W. HOYT, AGENT
SHELburnE FALLS, MASS.

70.92 H27

331

2037

21.91 - 10/10

27.5 - 10/10

29.11 - 10/10

2.02 - 10/10

27.5 - 10/10

28.58 - 10/10

21.2 - 10/10

21.41 - 10/10

29.5 - 10/10

19.11 - 10/10

11.9 - 10/10

j H

HILDRETH, Gertrude

Good stories

Boston John Winston 1951

Thames Book May 1953 1.58

SHELF

September 8, 1965

The Sept. meeting was held on Sept 8, with 6 trustees and librarian present.

The Secretary's Report was read and accepted.

The treasurer reported that all current bills paid and a balance of \$903.84 in the checking account. The clipping of coupons should bring in another approximately ~~\$200x24~~ \$200.

Old Business: Motion made and seconded that the chairman contact Couture Bros. concerning an estimate for finishing the floors and also the ceiling in the children's room. The roof leaked again over children's room during a summer downpour caused the drain to plug. A light switch has also been giving trouble.

Librarian: A Sheet of by-law suggestions was presented by the book committee and this was tabled until the time we can read and study our own by-laws. Secretary to write a letter of appreciation to Don Shearer for transporting children participating in the summer reading program to the Yankee Atomic Plant as a reward for their work. Nineteen children were present for the trip and subsequent picnic.

The librarian is asking for a leave of absence. Considerable discussion took place. We cannot grant such leave until we can get someone to take her place temporarily. If we cannot get temporary help but can get a permanent person than that is what we shall do. Suggested names given were Winnie Worden, Rosamund Apte and Elinor Looman. None have been asked.

Discussion ended with this proposition: Mrs. Pike could possibly work afternoons and Mrs. Audrey Brown evenings on a temporary basis. These two people are to confer with each other and then let Rolland Gifford know of their decision. If this cannot be worked out between them, then we shall have to get a new librarian on a permanent basis.

Next meeting to be October 20 unless it becomes necessary to call a special meeting.

Respectfully submitted,

Velma B. Aiken.

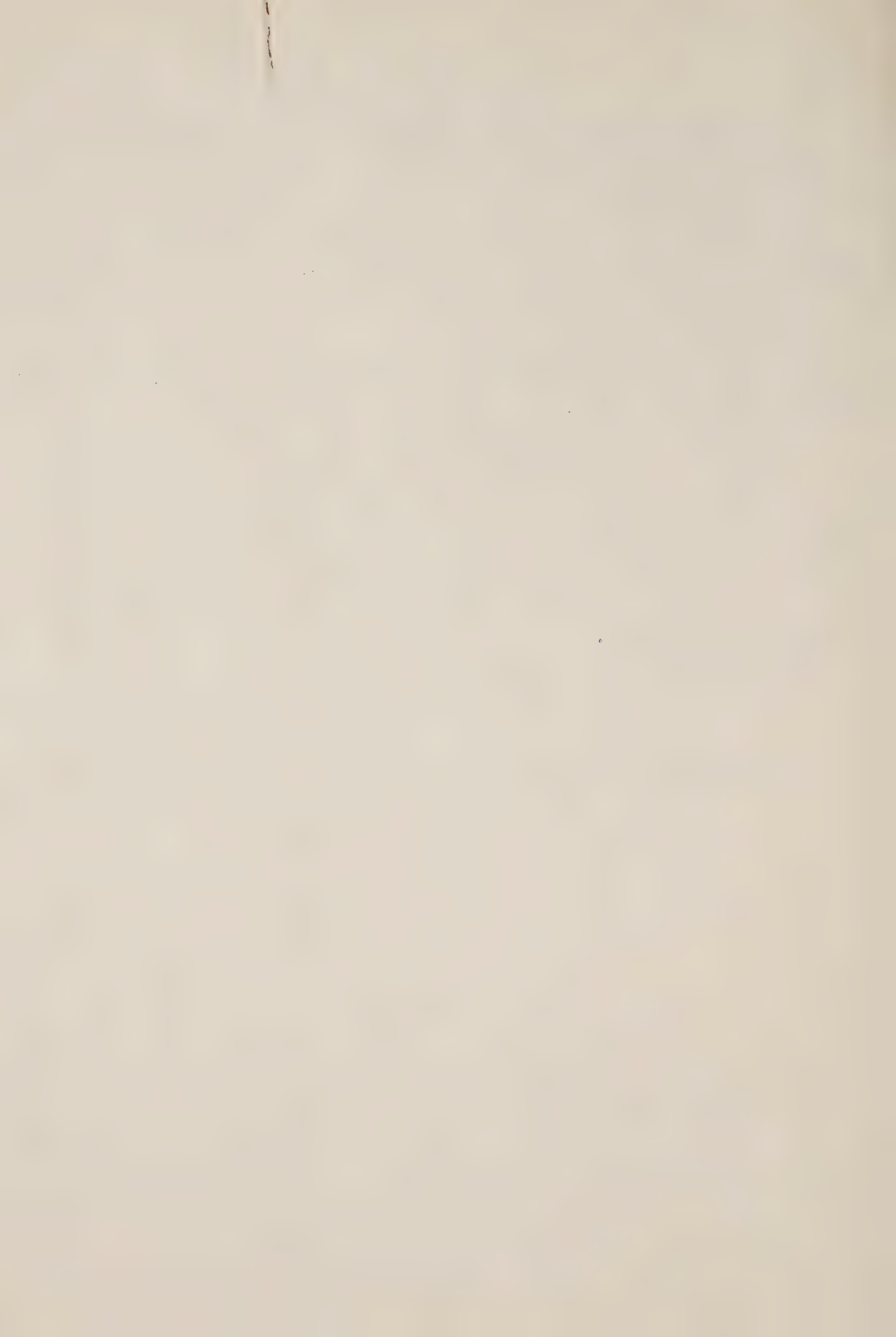
The book Committee shall be chosen by the Trustees and the Librarian at their annual meeting. They shall be notified of their appointment by the trustees and shall meet in March to elect their chairman, who shall thereafter call the meetings with the cooperation of the librarian.

The Book Committee shall consist of not more than five members and the Librarian.

The duties of the committee are to suggest purchases suitable to fill in lack of material, in the library, on certain subjects, keep track of replacements of worn out volumes if still needed and select new titles presenting some sort of reviews or authoritative opinions.

At all times the committee shall know the available book funds.

Meetings shall be held the third Monday of each month.



September 20, 1965

A special meeting of the library trustees was held on September 20 with 5 trustees and the librarian present.

The Secretary's report was read and accepted as such.

In the absence of the treasurer, no report was given.

Old Business: Mr. Gifford has contacted Couture Brothers of Turners Falls regarding repair work to be done and they will send an estimator to view work to be done.

The special meeting was called because of new developments concerning the leave of absence asked by our librarian. She would now like to make a permanent proposition of she working permanently afternoons and another person working permanently evenings. If this could not be approved, then she would submit her resignation effective October 4th. She suggested that Mrs. Louise O'Brien would like to be considered under these circumstances.

After much consideration and discussion the following motion was made and seconded: We appoint Mrs. Audrey Brown as evening librarian with Mrs. Gloria Pike as afternoon librarian with the trustees to determine the duties and responsibilities of each.

Another motion was made and seconded that each librarian will be paid separately at the rate of \$1.45 per hour.

Investigation will be made as to whether Mrs. Brown could still continue to be a trustee inasmuch as she is to be a librarian.

Another meeting to be held October 20 unless another special meeting becomes necessary.

Respectfully submitted,

Velma B. Aiken
Secretary

Distributors of



Couture Bros. Inc.

187 Ave. A, Turners Falls, Mass. 01376

Tel. 863-4346

PAINTING CONTRACTORS

Waterproofing - Dampproofing - Caulking

Distributors of



PROPOSAL AND CONTRACT

TO Mr. Rolland Grifford
R. F. D.
Colrain, Mass.

September 30 19 65

PROJECT Griswold Memorial Library

ARCHITECT _____

We propose to furnish and install the work described below:

We quote you our price for sanding and refinishing the three wood floors on the main floor and patching and painting 2 coats the ceiling in the children's reading room.

Our price, labor, material and equipment \$497.00

If just the floors are to be done,

Our price, labor, material and equipment \$409.00

TERMS: This proposal shall constitute a contract of sale after being accepted. This Proposal and Contract is subject to the conditions on the reverse side of this sheet.

Accepted:

By _____

TITLE

Date _____ 19 _____

Respectfully submitted,

COUTURE BROS. Inc.

By _____

PF/br

S.I. COUTURE, Treas.

TITLE

(Over)

CONDITIONS

The following conditions are hereby made a part of the proposal on the reverse side of this sheet and are to be considered a part of the contract entered into between us by the signing of the acceptance and approval on the reverse side and the performance of each of which shall be a condition precedent to any right of claim or recovery hereunder.

This contract constitutes the entire agreement between the parties and no oral modification thereof shall be made.

TIME: Contractor is to receive notice in writing at least ten days before Contractor is required to have men and materials on the work, which once started Contractor will be permitted to complete without interruption, except as may be specifically agreed to in writing.

INSURANCE: The contractor agrees to furnish evidence of workmens compensation insurance as required by law and evidence of public liability and property damage insurance of the type and in limits as required.

STORAGE AND SERVICE: Buyer will furnish, without cost to Contractor, a convenient room on the premises that can be kept locked, in which to store Contractor's materials and equipment and to supply all necessary heat, light, electricity, elevator or hoist service and water.

SCAFFOLDING: If scaffolding or swing staging is needed to do this work, it will be furnished by Contractor unless otherwise arranged. Permission to work on or over adjoining property to perform this contract, shall be secured by Buyer at no cost to Contractor.

PAYMENT: Payment of all or any part of the amount of this contract which may be due or become due Contractor shall in no way be contingent upon the acceptance of work done by others and over which Contractor has no control, and no responsibility is hereby assumed for work done by anyone other than by Contractor. Payment to be made as follows: Net cash payable 10th, Prox. Extended contracts payable to 95% of work completed monthly, balance on completion of contract. If it becomes necessary to incur any expense in the collection of any money due hereunder, including reasonable attorney's fees, it is understood that the same shall be paid by Buyer. The maximum legal rate of interest shall be charged on accounts not paid within 30 days from billing, such interest to commence to run on the 31st day.

ADDITIONS AND DEDUCTIONS: Any expense borne by Contractor in connection with repairs to or replacement of any part of Contractor's work, due to damage thereto caused by the failure, repair or replacement of the work of others, shall be added to the amount of this contract and be considered a part thereof.

This contract, after acceptance and approval, is not subject to additions or deductions without approval in writing by both parties.

CLAIMS: Claims for non-fulfillment of this contract shall be made not later than thirty (30) days after completion of the work.

UNFORESEEN CONDITIONS: This contract is based on visual conditions. Should unforeseen conditions arise that could not be determined by visual inspection prior to starting work, such additional work shall be performed on a Time and Material or Firm Bid Basis, after Buyer or his agent has been notified of such.

SANDBLASTING: If sandblasting is to be performed, diligence and care shall be used to protect underlying and adjoining surfaces; however, Contractor will not be responsible for damages to same.

SIGNS: Due care shall be exercised in working around signs on buildings. However, due to their delicate construction, Contractor will not be responsible for damage to same.

WATERPROOFING, DAMPPROOFING AND CAULKING: All pumping necessary to keep the water level below our work to relieve the pressure until such times as the Waterproofing has become sealed and set, shall be done by the Buyer without expense to the Contractor. All surfaces for membrane and spandrel work to be made clean, dry and reasonably smooth. All surfaces for the application of Dampproofing or Mastic to be made clean and fully pointed. Staff beads to be removed and replaced without expense to Contractor for caulking of door frames and window frames. Furnish sufficient heat insulation under boilers to prevent heat from injuring the concrete or Waterproofing.

CONTINGENCIES: All agreements herein contained are contingent upon strikes, boycotts, accidents, inclement weather, earthquakes or other Acts of God which the Contractor could not have reasonably foreseen or provided for or against.

This proposal may, at the option of the company, be withdrawn if not accepted within thirty days from its date.

October 20, 1965

A regular meeting was held October 20th with 5 trustees and Mrs. Pike present.

Secretary's report was read and accepted. However, the librarian questioned the statement regarding "duties of 2 librarian's duties being determined by the trustees. She could not agree with with as she did not feel the trustees capable of doing just that. It was noted that as long as things go weell as at present that nothing further would be done, but that if any difficulties arise then the trustees will determing duties of cash.

A statement has been received from town counsel to the effect that Audrey can remain a trustee and librarian at the same time.

Treasurer's Report--Coupons have been clipped and refunds received on cancelled insurance policies. These refunds more than paid our new premiums. Deposited \$432.43 and now a balance of \$1246.62. discussion followed as to how we can continue to build our building fund in anticipation or unexpected expenditures. Nothing voted.

Old Business: Motion made and seconded that we reject the bid of \$497 by Couture Bros. for redoing the floors and children's room ceiling. Mr. Gifford will ask Frank Cutting if he is interested in the job, and if not, will contact Lewis Bailey for a price.

New Business: The light switch has been changed as requested.

The next meeting will be held November 17, 1965.

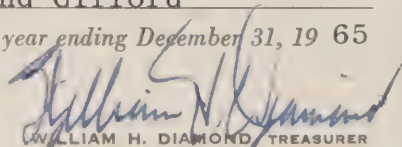
Respectfully submitted,

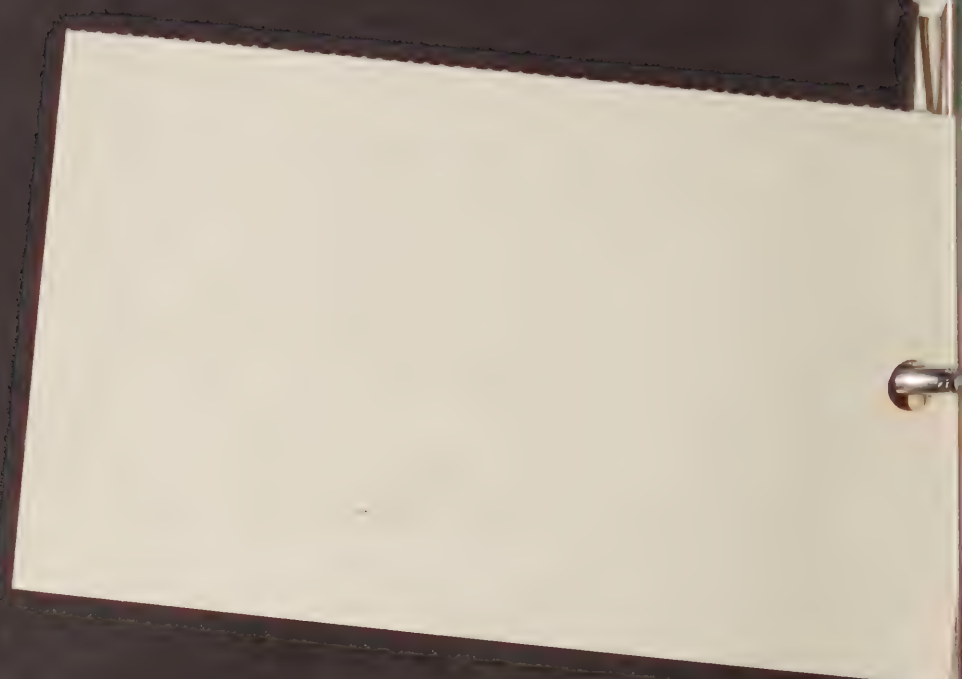
Velma B. Aiken.

MASSACHUSETTS LIBRARY
TRUSTEES ASSOCIATION

Rolland Gifford

is a member for year ending December 31, 19 65


WILLIAM H. DIAMOND, TREASURER
256 SUMMER AVE.
READING, MASSACHUSETTS



Your kind expression
of sympathy is
gratefully acknowledged
and deeply appreciated

*The family of
James M. Dodge.
Mr. & Mrs. George M. Dodge.*



BLOSSBERG, O'NEIL & SOKOLOSKY
COUNSELLORS AT LAW
191 MAIN STREET
GREENFIELD, MASSACHUSETTS 01801

TELEPHONE
778-5403
AREA CODE 413

September 23, 1965

SAMUEL BLOSSBERG
DOUGLAS E. O'NEIL
EUGENE E. SOKOLOSKY

Jeanette Tetreault, Clerk
Town of Colrain
Colrain, Massachusetts

Dear Mrs. Tetreault:

In reply to your inquiry as to the right of a library trustee to also act as a part-time paid librarian, please be advised that she can be permitted to do so as the library and all employees of the library are classified as "special municipal employees" and are, therefore, excepted from the terms of the restricted statute as to town officers dealing with town departments.

I trust this answers your question in this matter.

Very truly yours,



Douglas E. O'Neil

SEO:dp

Novembdr 17, 1965

The meeting was held with 4 trustees present.

The Secretary's report was read and accepted.

Treasurer's Report: The bank book ^(Building Fund) shows a presnt balance of \$466.79 plus interest over the yer. The Special Notice account has a balance of \$2233.83.

The new budget is to be drawn up and presanted to the Selectmen in time for the December 15th caucus.

Old Business: Frank Cutting was asked if he would be interested in doing the floors over and ceiling in the children's room. He hasn't decided as yet.

Alex Gibbas has donated his time and materials to fix lamp in children's corner. A note of appreciation will be sent Mr. Gibbas.

New Business: Discussion took place about installing a new roof on children's wing. Mr. Schechterle will be asked about the new roof and the advisability of doing it now or in the spring. If spring is a better time, the roof will be temporarily fixed.now.

It was voted to send a \$10 floral piece for Miss Jennie Read's funeral.

Lewis Bailer/ will continue to plow snow for the library this winter.

Mrs. Hester Twiss has been asked if she would like to be a trustee. No definite answer has been given.

The next meeting will be held on December 15th.

Respectfully submitted,

Audrey Brown
Secretary, Pro Tem

December 17, 1965

Meeting was held with five trustees present.

Secretary's report was read and accepted.

Treasurer's Report: Reported checking account balance of \$763.75.
Budget has been prepared.

Old Business: Mr. Saunders and Mr. Cutting will discuss floor repairs.
Mr. Schechterle is to look over roof job but has not done so as yet.

Mr. Saunders nominated Louise O'Brien as replacement of Velma Aiken as library trustee. This was done at the town caucus. Mrs. Twiss could not be nominated because of not being a resident of town long enough.

Mr. Saunders, Rolland Gifford & Beulah Gammell attended Miss Read's funeral.

The by-laws have been returned after being loaned to other towns. Suggestion made that a note be sent to Byron Scott telling him of this.
Communication read regarding state aid to libraries.

New Business; Janitor has mentioned the subject of children eating in the building. Voted not to allow this. The question of whether the janitor's duties come under the jurisdiction of the librarian or the trustees. Decided that he came under both.

Griswold^{Ville} neighbors and friends collected a sum of money at the time of Miss Read's funeral. A bouquet of flowers was sent and \$16 remained. This was donated to the library for a plaque or some suitable token of esteem. A globe was suggested inasmuch as a plaque had been given by the library before. Voted to purchase a suitable globe with any additional sum needed to be paid by the library.

Mrs. Rowe and Miss Church^{and Miss Baker} of the Regional library has given a book in memory of Miss Read. Note of thanks to be sent them.

Librarian made mention of the Connecticut Valley Library Assoc. semi-annual meeting which she would like to have in Colrain. Permission granted.

Next meeting will be held January 19, 1966

Respectfully submitted,

Velma B. Aiken

January 19, 1966

The January meeting was held with six trustees and the librarians present.

Secretary's report was read and accepted.

Treasurer's Report: All coupons have been clipped up to date and the checking account balance is now \$644.51. The budget has been presented to the finance committee and was reluctantly approved. Some of the town officials will visit the trustees at some time during the year to discuss the increase in the budget. Our justification for the increase was rising insurance costs and more money for books.

Old Buiness: Mr. Schechterle has looked over the roof repair and has suggested that inasmuch as the needed repairs are not too urgent that it would be better not to do this type of work in winter weather but should wait until Spring at which time he would do the job for about \$100.

Mr. Saunders looked at globes in Barrett's and Bakers' but was not quite satisfied with what they had to offer for \$12 or \$13. Mr. Gifford had a catalog and had conferred with a salesman. It was voted to purchase a globe and atlas from this concern for the library for \$50. This will appropriately be marked in memory of Miss Jennie Read.

New Business: Mrs. Audrey Brown cannot act as evening librarian any more because of a change in work hours of her husband. Mrs. Louise O'Brien is willing to take over the duties on a 2 night basis until March when she will take on the 3 nights. In the meantime Beulah Gammell will come in on Monday nights

The next meeting will be February 16, 1966.

Respectfully submitted,

Velma B. Aiken

Secretary

Feb. 23, 1966

The February meeting was held with six trustees & the librarian present. The newly elected trustee, Mrs. Louise O'Brien attended her first meeting.

Secretary's report was read & accepted.

Treasurer reported that the books were audited with a balance of \$536.11 in the checking account.

New Business: New officers were elected:

Rolland Gifford	-	Chairman
Earl Lowell	-	Treasurer
Beulah Gammell	-	Secretary
Audrey Brown	-	Public Relations
Rolland Gifford	}	- Finance Committee
Earl Lowell		
Louise O'Brien		
Herbert Saunders	}	- Building & Grounds
Earl Lowell		
Rolland Gifford		

It was voted to meet on the third Wednesday of each month at 8 o'clock in the evening.

It was voted to hold a "FINE FREE" period from Feb. 28 thru Mar. 11.

The following names were suggested to serve on the Book Committee. Rolland Gifford will contact them:

Helen Call, Marcia Desreusseau, Mary Schneider, Fred Urban, W. Decyk, Louise O'Brien, Charles Mayer, Mrs. Pennegar, Lillian Brigham & Althea Caswell.

The Greenfield Public Library has donated the following to the Library:

Publishers' Trade List Annual - 1964
Books in Print - 1964
Directory of Newspapers & Periodicals - 1962

Respectfully Submitted

Beulah M. Gammell, Sec.

March 23, 1966

The March meeting was held with 5 trustees present.
The Secretary's report was read & accepted.

The Treasurer reported a balance in the checking account of \$376.66. Because of the low balance he will secure the town appropriation.

OLD BUSINESS: The World Globe which was purchased with funds given in memory of Miss Jennie Read has arrived.

Rolland Gifford has contacted the following people who will be on the book committee:
Mary Schneider- Louise O'Brien - Althea Caswell
Fred Urban - Lillian Brigham
There are several more to be contacted.

The "FINE FREE" Period was extended from March 11th to March 25th with a fairly good response noted.

NEW BUSINESS : There will be no Spring Meeting of the Conn. Valley Library Assoc. as they are combining this with the Western Regional Library Spring meeting in Northfield.

It was voted to write to Mr. Royal Davenport accepting a copy of a Genealogy book he had compiled which would be of interest to patrons of the Library. In the same letter he was thanked for sending the "AMERICAN HERITAGE".

Respectfully Submitted,

Beulah M. Gammell, Sec.

Clara Wood (also a cousin) has a copy.

of its doing so a while
back. As a hobby I
have worked my gene-
alogy many generations
back and it has in-
formation on many old
Colonia, Heath and
Rome families. It is
in chart form. Would
it be worthwhile for
me to furnish a copy
to the library? My
nephew Ralla Peterson
has a copy. You might
like to talk to him
about it.

Sincerely yours.
Royal W. Lawford

April 20, 1966

26
The April meeting was held with 4 trustees & the librarian present.

The Secretary's report was read & accepted

No ~~TRE~~ Treasurer's report due to absence of treasurer.

OLD BUSINESS: Mrs. Pennegar, Charles Mayer & Gloria Pike were added to the Book Committee

A brass plate will be placed on the World Globe in memory of Miss Jennie Read

NEW BUSINESS : Discussion of condition of furniture in children's room which needs refinishing.

Program for Nat'l. Library Week was discussed & plans were made for April 26th at which time two films will be shown & Dick Boyce of the Extension Service will speak. A childrens' program will be held on April 27th with film & Mrs. Rowe will review books

Respectfully Submitted

Beulah M. Gammell, Sec.

Received
May 10/66

Erinwald Memorial Library.
Attention Miss Samwell:

I have your letter of Nov. 25 re-
fering to my genealogical charts.
Pardon, they are packed away
in storage with our furniture
for removal to a new residence
in the fall. I shall keep it
in mind to send them to the
library. My address for the
summer will be:

1221 Second Ave.
St. Paul, Minn.

Very truly yours
Royal A. Sampson

May 18, 1966

The May 18th meeting was held with six trustees present

Secretary's report was read & accepted

The treasurer reported that the town appropriation of \$2191.60 has been received & we now have a balance of \$2066.49.

OLD BUSINESS: Herb Saunders will contact Schechterle re: roof repair.

The programs for Nat'l. Library Week were held on April 26th & 27th.

Herb Saunders refinished the table in the childrens' room.

NEW BUSINESS: A new set of minimum stds. for State Aid was received with a revision in the Librarians' training requirements.

It was voted that the Librarians' bills are to be submitted on the first of the month for the preceding month, showing dates & hours worked.

*Beulah Sammill,
Sec*

May 20, 1966

Dear Rolland:

Since I was untactfully informed that my presence at this meeting was not required, I hope that you will do me the courtesy of making this letter heard by all the trustee's, lest there be any thought in your minds that my services as librarian were less than what was asked of me, as such.

First of all, it is my opinion, that your only reason for accepting this resignation is solely monetary. You please note that in the three years of my employment, registrations were doubled, adult and children. Circulation has more than doubled. Certain services which I have initiated have been met with wholehearted approval and pleasure by many if not all, townspeople. As a reference source, the Griswold Memorial Library has become a certain place for boys and girls of all school ages, including some adults attending night school. (by certain, I mean they were certain to find and get what they wanted.) Since you found it necessary to check me out on other matters, you may also check me out on this with the teachers at Colrain and Arms Academy. All of this through my own efforts. Though I wasn't authorized to work for three hours, neither was I authorized to, present programs, spend hours at Greenfield Public Library, Regional Library, or any other place where materials requested by any and all persons, were requested. Nor was I authorized to do hours of research in genealogy for residents and non-residents, all of which I had to do myself, because certain people in town, who are informed on these matters refused to cooperate with me. I was not authorized to deliver books to individuals who couldn't get to the library for one reason or another or pick up these books for the same reasons. All of which I did not include in my bills. Perhaps you feel these things should be done out of professional love of this particular labor. I do not! Furthermore, I detected a more personal element to this situation which would have made it impossible for me to continue as librarian in any case.

I could state many more instances to prove to you that you were not wasting your good money but I doubt if you really care.

Regrettfully signed

Shirley Pike



May 25, 1966

A special meeting was held on May 25th at which time it was voted to accept the resignation of Mrs. Gloria Pike as Librarian.

Mrs. Louise O'Brien & Mrs. Beulah Gammell have accepted the position and will work together, Mrs. Gammell in the afternoon and Mrs. O'Brien in the evening.

The following names were suggested as substitutes :
Mary Schneider, Leta Shearer, Mrs. Lawrence Shearer
& Mrs. Rockwell Donelson.

It was voted to hold a book committee meeting Thursday evening, June 2nd, at 7 o'clock.

Respectfully Submitted,

Beulah Gammell

June 22, 1966

The June 22nd meeting was held with six trustees present.

Secretary's report was read and accepted.

Treasurer reported a balance of \$2112.16. Coupons have been clipped.

Old Business: Roof has been repaired. The brass plate has been placed on the Atlas, in memory of Jennie Read.

The book committee met & organized on June 2nd. Mrs. Mary Schneider was named chairman and Mrs. Althea Caswell secretary.

New Business: The names of Muriel O'Brien and Audrey Brown were submitted as substitutes.

New screens are needed on the front windows.

The next meeting will be held in September.

Respectfully submitted

Beulah M. Gammell, Sec.

Sept. 23, 1966

The Sept. 23rd meeting was held with six trustees present.

Secretary's report was read and accepted.

Treasurer reported a balance of \$1337.10.

Old Business: New screens were installed on the front windows by Herbert Saunders.

New Business: It was voted to purchase the "Encyclopedia Americana".
It was voted to change the meeting night from the 3rd to the 2nd Wednesday of the month.

The question of how much to charge out of town borrowers was brought up. Beulah Gammell will check.

Leaks in the roof were discovered during the meeting, one in the sky light in the dome over the main desk and one in the cellar stairs.

The lock on the front door causes trouble and will be checked.

The Librarian's report for Aug. & Sept. was read.

The Book Committee met on Sept. 22nd.

Respectfully Submitted:

Beulah M. Gammell, Sec.

August, 1966

Report to Griswold Memorial Library Trustees

From July 11 through July 29, a period of three weeks, I attended the 1966 Public Library Techniques Program at the University of New Hampshire in Durham, and completed L-1, Introduction to the Public Library and L-2, Cataloging and Classification. We were allowed to take only two courses per summer; and it is necessary to go four years before receiving a certificate.

I enjoyed the courses and feel that I gained a lot of useful and needed information. Living with sixty other librarians from most of the New England states (and one lady from Nova Scotia was in her second year there) was very beneficial as we had long and interesting informal discussions on all phases of library work and policy. It was fun to compare notes and find that many of us have the same problems.

The two courses cost me \$45., room and board \$75. and registration fee \$10., making a total of \$130. I was fortunate to receive a late scholarship from the Massachusetts Division of Library Extension for \$44.

Our local library circulation during the month of July totalled 362 adult books, 253 children's books and 119 bookmobile books. We have placed ten new books on the shelves since June 1. We have on order thirty more new books. The new books received are listed at the end of this report.

We recommend that the Encyclopedia Americana be ordered immediately to be of use for school reference work this fall.

On fines we took in a total of \$1.03 during July; and paid out \$2.69 for miscellaneous office supplies. We have been more lenient than in the past, erasing old debts which had accumulated on the cards in some cases in the dollars, feeling that these old debts kept the children away from the library, thereby defeating the whole purpose of the library as an educational institution.

Beulah and I, with the assistance of Muriel O'Brien, who worked while I was in training, have manned the library for the full time. We notice an increase in the number of people using our facilities, and are pleased with the friendly atmosphere which prevails.

This month I arranged a small display of sea shells and a Seminole Indian doll in keeping with the topic "Read on Your Vacation." I also arranged a collection of sea stories and pictures and sent in a short review of these to the newspaper to stimulate interest. I plan to have a special topic and display each month.

Respectfully submitted,

Louise O'Brien

New books:

A Welsh Eye - Gwyn Thomas
Modern Science Dictionary
Avalon- Seton
The Vikings- Donovan
Bay of Traitors- Roark

Also 6 Perma Bound Books

Contented Little Pussy Cat - Keller
Taffy's Foal - Bialk
Gentle Ben- Morey
Railroad Engineers & Airplane Pilot
Police Dog- Jeffries

September, 1966

Report to Griswold Memorial Library Trustees

The Griswold library circulation during August totaalled 475 adult books, 279 children's books, 195 bookmobile books and 20 records, which seems to prove that people are reading more even during the summer. The young high school students borrowed a great many adult books for their summer reading for school.

We have added ten new books to our shelves, six good non-fiction and four fiction. One we have marked as a gift from Clarke Maynard. One other book, *Today's Health Guide*, has been given us as a complimentary copy.

On fines we received \$2.82 during August, and paid out \$2.10 for office supplies and material for children's book week which comes in November. We have a balance of \$1.43 in the cash box.

Beulah and I kept the library open the full time. Muriel O'Brien substituted for Beulah one afternoon; and I worked for her one afternoon in addition to my regular evening work.

Frank Cutting has had some trouble with the lock on the front door. In fact we all find it quite temperamental. He has been very cooperative; replaced several light bulbs for me, and has been washing windows, etc.

This month, in keeping with the commencement of school, I attempted to construct a replica of the Catamount Hill school, with a family of five dolls and a replica of the flag of 1812. I used the following slogan; "Catamount Hill School. Our heritage: A free school under a free flag." A notice of this display and a description of some of our new books has been published in the local paper. *Lu Ann Quinn drew school house.*

I attended an all day session entitled, "A Reading Program for Mother and Child" Sept. 1 at the University of Massachusetts in Amherst. The guest speaker was Miss Faith Hektoen, consultant for the Connecticut state library, and the program was sponsored by the Cooperative Extension Service.

Respectfully submitted,

New Books:

A Family on Wheels-Maria Trapp
The Congregational Way-Marion Starkey
Between Wind and Water-Gerald Brace
In Search of Paradise- Paul Briand, Jr.
That Quail, Robert-Margaret Starges
True Maine Woodland Stories-Alfred Martin
Fiction:
Open the Door- Hildegard Dolson
Wreck of the Cassandra- Frederic Prokosch
The Monument- Nathaniel Benchley

Juvenile: *Lu Ann*

Dolphin Island-Arthur Clarke

October 19, 1966

The October 19th meeting was held with five trustees present.

The Secretary's report was read and accepted.

The Treasurer reported a balance of \$965.67.

Old Business; Herb Saunders fixed the leaks in the roof.

The lock on the front door will be fixed.

The charge for out of town borrowers will be \$1.00 per year, exclusive of students.

New Business : Librarian has received the Encyclopedia Americana. These books are in the reference corner.

Mrs. Beulah Gammell attended the Conn. Valley Library meeting in Greenfield.

Childrens' Book Week - Oct. 30 to Nov. 3 will be observed. Children are to draw pictures of favorite story to be put up around library.

Mrs. Evelyn Pennegar gave the library several books for which a thank you note will be sent.

Audrey Brown,

Sec - Pro Tem

October, 1966

The book circulation during September 1966 totalled 688 volumes, 325 adult books, 226 juvenile and 137 bookmobile books. We also loaned 17 records.

We have ordered the Encyclopedia Americana from Clint Gowan, representative of the Grolier Educational Corp., with a down payment of 76.50, payable in November; and two like payments due the next two Novembers, making a total of \$229.50, to be paid up by Nov. 1968.

Other books purchased in September cost \$63.40. They are listed below.

We took in \$1.82 in fines, and paid out 59 cents on office expenses, leaving a balance of \$2.60 in the petty cash box.

The library has been open the full time with only Labor Day as the exception.

The book committee met with six members present.

This month's topic was "Reading is Fun," and I have arranged a display of dolls to represent characters from the nursery rhymes, which is very popular with the young set. (No accidents so far except the loss of two legs to the spider!) We received good publicity in the paper this month.

Respectfully submitted,

June O. Gowan

Books added to Griswold Memorial Library during September, '62.

Mead-Handbook of Denominations
North- Raccoons are the Brightest People
Schlesinger- A Thousand Days
Beckett- Making of Modern Ireland
Fuller- Incident at Exeter
Beers- Wild Apples and the North Wind

Fiction-

Barry- Maximilian's Gold
Phillips- Wings of Madness
Buck- Death in the Castle

Juvenile-

Holbrook- America's Ethan Allen
Cavanaugh- Triumphant Adventure
Hunt- Golden Book of Crafts and Hobbies
Brown- Ethan Allen and the Green Mountain Boys

J. Fiction-

Doughty- Crimson Moccasins
Kwitz- Mouse at Home
Travers- Mary Poppins in the Park
Benchley- Oscar Otter
Adrian- American Mustang
Bialk- A Horse Called Pete

November 30, 1966

The November 30th meeting was held with 6 trustees present.

The Secretary's report was read and accepted.

The Treasurer reported a balance of \$546.71.

OLD BUSINESS: The lock on the front door has been repaired.

Children's Book Week was observed with an evening program of slides & posters were made by the children.

NEW BUSINESS: Frank Cutting has asked for a leave of absence. Names were discussed for a replacement and Rolland will check.

It was voted to have Lewis Bailey do the plowing.

The Book Committee & Trustees will omit their December meeting.

Louise O'Brien visited the Book Press in Brattleboro, Vt. Mrs. Schneider donated a children's book to the Library.

Respectfully submitted

Beulah Gammell , Sec.

November, 1966.

Report to Trustees

The book circulation during October, 1966 totalled 574 volumes, 292 adult books, 157 juvenile books and 125 bookmobile books. We loaned one record.

We have received the thirty volumes of the Encyclopedia Americana, and find it very beneficial in reference work.

We took in \$1.32 in fines, and paid out \$3.14 for a "stack" stamp and drawing paper and crayons (for Children's Book Week.) This leaves a balance of 84 cents in the petty cash.

The library was open full time with Columbus Day the exception. Muriel O'Brien worked four afternoons for Beulah during the month.

The book committee met with five members present.

The first week in November was Children's Book Week.

To mark the occasion, I placed special Book Week posters on the bulletin board, and sponsored a children's night when the children showed pictures of their favorite books which they had drawn during the week. I showed color slides which I thought would be of especial interest to young people. As they left I gave them candy bars, lollypops and bookmarks. A dozen or more children attended as well as several adults. Beulah came in to help, and Charles Mayer of the book committee brought his screen for us to use. I would say the program was a success, that the children enjoyed it, and also have an awakened interest in reading.

We have spent ~~3.16~~^{3.50} - 9.15 for books this month, and they are listed below. We will not buy any more books until we receive our allotment after the first of the year.

Respectfully submitted,

Joseph O'Brien

Arms- Salute to Courage

Sweney- Painting the American Scene in Watercolor



December, 1966

Report to Trustees

The Griswold Memorial Library circulation during November, 1966 totalled 590 books, 277 adult, 280 juvenile and 33 bookmobile books.

We have added 18 new books to the library. These are books which we had ordered previously, and which arrived during November. They are listed below, as well as one which was a gift from Mrs. Sewall.

We received \$1.69 in fines for overdue books, and I paid out \$2.00 as a deposit for an Aras Academy Student yearbook. This will be the last yearbook from Aras, and contains a history of the school, so I thought the library should have it as a reference book. \$2.00 more will be due when we receive the book. We have a balance in petty cash of 53 cents.

The library has been open the regular hours with the exception of Veterans' Day. Beulah worked for me one evening.

At the Women's Society of Christian Service of the Methodist Church meeting the first week in November I presented a book program, reviewing new books from the library, and lending several of them.

This month I have arranged a display of Bibles old, new and unusual entitled, "The Bible Through the Years". I have also used traditional Christmas decorations to brighten the library for the holiday season. This has been duly publicized in the local paper.

Respectfully submitted,

Hawkins- Stonehenge Decode	Juvenile:
Sterling Editors- Australia	Protter- Folk and Fairy Tales
Hale- Man Without a Country	Arthur- A Candle in her Room
Rieseberg- The Sea of Treasure	Holberg- Girl in the Witch House
Jones- Hidden America	Siksek- Gallant Five
Dain- Flow of Time in the Conn. Valley	Hoff- Darcy and Mr. Darcy
Walker- To Conquer Loneliness	-----
Hove- Story of Scotland Yard	Dane- Family Living in the Bible
Rickenbacker- Seven Came Through	Kraeling- Our Living Bible
Eastman- Journey to Day Before Yesterday	
Gift- Dixon- With Halo Atilt	

January 11, 1967

The January 11th meeting was held with
6 Trustees present.

The Secretary's Report was read
& accepted.

The Treasurer reported a balance
of 532.31 & read the annual report

old Business: Hannu Cutting has
been appointed as janitor

New Business: Treasurer's Report
for Dec. & January

January, 1967.

Report to Trustees

The Griswold Memorial circulation during December totalled 451 books, 236 of which were adult, 114 juvenile and 101 Book-mobile. We have received 4 new books, which had been ordered previous to November.

We took in 36 cents in fines for overdue books, and had no expenses. A balance of 89 cents remains in the petty cash.

The library was open all regular hours, but was closed Christmas Monday. Mrs. Audrey Brown worked one evening for me; Muriel O'Brien worked five afternoons for Beulah Gammell.

Our January display is entitled "Anatomy of a Book" and shows various stages of a book under construction, from the plastic plate type to the covers. The materials were furnished by Walter Schneider from the Book Press in Brattleboro, Vt.

We have received a letter from Royal Davenport of Silver Spring, Maryland saying that he is sending the library the 1000 copies of the American Heritage Magazine.

Respectfully submitted,

Louise Olsen

Librarian.

New Books:

Brasch - How Did It Begin?

Dennis- Tumble: Story of a Mustang (j)

Sandburg- Joel and the Wild Goose (j)

Love- A Little Laughter (j)

Feb. 11, 1967

The January minutes were omitted from the meeting.

The meeting was held with four members present.

Elections were held with the following results.

Roland Gifford - Chairman

Earl Lowell - Treasurer

Audrey Brown - Secretary

Louise O'Brien - Public Relations

Roland Gifford, Earl Lowell + Herbert Saunders for
Building + Grounds committee

It has been suggested keeping the same Book Committee members. Mrs O'Brien will contact members

Mrs. O'Brien read her report of January and has suggested Charles Mayer and Susan Hale as substitutes for the library.

We wish to congratulate Mrs Louise O'Brien on passing her state exams for Certified Librarian

Old Business. Balance on hand is approximately \$250, we can now receive the town allotment.

Respectfully submitted
Audrey R. Brown. Secretary

Feb. 1967

Report to Trustees

The book circulation from the Griswold Memorial Library totalled 560 volumes, 291 adult, 168 juvenile, and 101 bookmobile books. Four records were loaned, during January, 1967.

The library was open the full time, with the exception of New Year's Day. Beulah Gammell has been ill and in the hospital, so Muriel O'Brien worked eight afternoons for her, and one evening for me.

We took in \$1.57 in fines for overdue books; and paid out \$1.69 for typewriter paper, carbon paper and paste. We had a balance of 77 cents Feb. 1.

The book committee met Jan. 17 with four members present.

We have ordered approximately \$75 worth of new books. I took advantage of a special offer to buy a set of four Walt Disney books for \$12.75. They are beautiful books for children.

We received four books on an old order.

I'm afraid that our new janitor is not attending to business too well. He doesn't remove the snow and ice from the stairs or shovel the walk very well. And you can see the dust for yourselves. I haven't said anything to him personally, as I prefer orders to come from the trustees, but it is a problem.

Our February theme is Abraham Lincoln, and I have arranged a display of books on Lincoln and the Civil War. The pictures on the bulletin board were drawn by Lou Ann Quinn to illustrate the slogan: The American Way- from Log Cabin to White House.

Countmaster Walter Schindler is working on a special exhibit for Boy Scout week. I have received notice that I passed my state board exam in Boston in Nov..for certification
Respectfully submitted, as a professional librarian.

Louise O'Brien

New Books: Nurse in the Yukon, Wilson.

Two Laughable Lyrics- Lear
Peter and the Piskies-Manning
Our Country's Flag- Georgiady

March 8, 1967

Trustee's Meeting

Meeting was held with four trustees present.

Discussed doing over floors in April.

Treasurer's report was a balance of 63.66.

Librarian read her report for February.

Respectfully submitted
Audrey M. Brown

March, 1957

Report to Trustees

The Griswold Memorial Library book circulation was 411 volumes, 200 adult, 119 juvenile and 97 bookmobile, during February, 1957.

The library was closed one evening because of the bad weather; the closing was announced on Station WHAI. Because of Beulah Gambell's continued illness, Susan Hale worked 4 hours, Muriel O'Prion 5 hours, and Charles Mayer 16 hours. This made the afternoon hours shorter by a half hour each day, but this change in time was noted in the paper and on the library door. I worked the usual evening hours, with the exception of the one evening.

The book committee meeting was postponed until next month because of the weather and illness.

We received \$2.15 in fines; and spent 28 cents for Scotch tape. We have a balance of \$2.69 in petty cash.

We have an Easter display for the children this month.

I received my certification as professional librarian from the Massachusetts board of Free Public Library Commissioners, and have a copy posted on the bulletin board.

Respectfully submitted,

Louise O'Brien
librarian.

New books;

Complete Book of Camping - Decker
Challenge of Change - Brooks
The Corner Shop - Cadell
Behind the Dim Unknown - Monsma
Secret of Santa Vittoria - Crichton
Everything but Money - Levenson
I'll Come back in the Springtime - Hennessy
Maine through the eyes of her Artists.

Juvenile:

What Color is Love? Anglund
Love Beautiful - [unclear]
Miss Bianca in the Salt Mines
Isabelle and the Library Cat
The Day the Sun Danced.

April 8, 1967

Trustees Meeting

The meeting was held with four trustees present.

Old Business.

Two floors were steel wooled and varnished by Roland Sifford and Earl Lowell.

Next B

Discussed the possibility of purchasing a used vacuum cleaner.

Librarian's report for March was read.

April 16-22 is National Library Week. an Open House is planned for Thursday April 20th ~~at~~ 8 P.M.

Guest speaker will be Dr. Audrey Dubert associate professor of English at the University of Massachusetts

Topic will be English Language in Franklin County.

Respectfully submitted
Audrey R Brown

April, 1937

Report to Griswold Industrial Trustees

Book circulation at the Griswold Industrial Library during March, 1937 totaled 540 books, 271 adult, 151 juvenile and 18 magazines. Four records were turned in.

In March \$1.25 were taken in; and \$1.25 was paid out for ten books of sewing work and patterns. Adding our previous balance, we now have \$3.50 in the petty cash box.

We are still substituting for Douglas Macmillan, and in all. as far as circulation is concerned 13 hours; Charles Loper 14 hours; and Susan Hale 19 hours. I have worked the usual number of evening hours and two afternoons, with the exception of one week when I was ill. We appreciate the substitutes' willingness to come in and work on short notice.

April 14-20 is National Library Week, so we have to have the school open house, with a guest speaker and light refreshments. We are going final plans for this activity at tonight's meeting.

Charles Loper gave us 100 juvenile books. The book committee meeting was postponed because so many members were ill.

Two Colossians is our topic this month, with views of Colossians, Ireland as well as our town. The material was sent to me by the Illustration from Ireland.

Respectfully submitted,

James V. Brown

Devotions:
Parter- One of us works for home
Homer- The gift of the deer
McClay- The further side of fear
Sports Illustrated- Book of the Shaggy

G.I.T.S. { Let's make still another
little country cottage

May 10, 1967

The May 10th meeting was held with five
members and the librarian present.

Secretary's report was read and accepted.

Treasurer's report: Treasurer reported a balance
on hand of \$2239.57. Coupons have been
clipped and bills paid to date.

Old Business: Discussed again about
purchasing a used vacuum cleaner. No
decision reached as yet.

New Business: Voted to send a letter of thanks
to Miss Audrey Paton for her interest in
the school library. Voted to have

suggested getting some protectors for chairs
legs in reading room.

Librarian's report: The librarian's report for April
was read. Mrs O'Brien's qualifications to be sent
to state with the application for 1967 state grant
of \$500 for the library.

The next meeting will be held on June 14th.

Respectfully submitted
Audrey R. Brown
Secretary

May 1967

Report to Griswold Memorial Library Trustees

Book circulation at the Griswold Memorial Library in April totalled 544 books, 243 adult, 186 juvenile and 115 bookmobile. We loaned one record.

We took in 50 cents in fines and paid out 98 cents for stamped envelopes. Added to the old balance, at the first of May we had \$2.11 in petty cash.

I have made out two five-book reading certificates since the first of the year.

Everyone seemed to enjoy our program April 20, when Miss Audrey Duckert of the University faculty from Amherst spoke on "The English Language in Franklin County." We want to thank Rolland Gifford for procuring such an enjoyable speaker. I have heard many favorable comments ever since the event.

On display I have arranged a circle of six dolls around a miniature May-pole to observe the Spring season. Also we have four large bird charts from the Audubon Society on display. These were loaned by Charles Mayer. Also, I typed a short article on the history of the May-pole and placed it on the table with the exhibit.

The book committee met in April.

Respectfully submitted,

Louise O'Brien

New books:

Sanderson - This Treasured Land

Udall - National Parks of America

Coe - Kinds of Love, Kinds of Death

Yerby- Griffin's Way (gift from bookmobile, Miss Baker)

Juvenile:

Smaridge - Master Mariner

NEWS LETTER

DEPARTMENT OF EDUCATION

DIRECTOR

V. Genevieve Galick

EDITORS

Alice Cahill

Betty Flynn



FOR:

Librarians and Trustees
of the Commonwealth
of Massachusetts

DIVISION OF LIBRARY EXTENSION

MAY, 1967

SERVING LIBRARIES by

Administration - State
and Federal Grants

Book and Library Information

Certification of Librarians

Consultant Services

In-Service Training

Placement Referral and
Recruiting

Research and Planning
Leadership

Vol. 10, No. 5 648 Beacon Street, Boston, Mass. 02215 536-4030

LIBRARY LINK-UP

A private line teletype service linking the Bay State's three largest municipal libraries was inaugurated late in April by the Bureau of Library Extension. Federal funds are financing this new and improved feature of the Massachusetts inter-System communication network between the Headquarters libraries of the three state-financed Regional Public Library Systems. The PLTT service will expedite the action on inter-library loan and reference requests which require access to or use of library resources in another region of the state.

The seeker of information will continue to make known his needs at his local public library. Under the new arrangement, however, he will be able to expect faster action than in the past on those requests which cannot be filled within the Region. With PLTT, a North Adams business man can expect his local library to supply the information he must have in less than twenty-four hours. This will be possible with PLTT even though his request has been transferred by telephone via the Berkshire Athenaeum in Pittsfield to the Forbes Library in Northampton to the System Headquarters at Springfield and on to a subject specialist and the special resources of the Boston Public Library.

PLTT is a pilot demonstration. If successful, the next step will be TWX - to connect the library serving as the Commonwealth's state-wide resource center with any resource library in the country, also equipped with TWX. An exciting prospect!

* * * * *

LIBRARIES FOR TOMORROW

With the theme "Libraries for Tomorrow" the Massachusetts Library Association held its annual conference at the White House Inn in Chicopee on May 18 and 19. Attractive surroundings, a well-planned program, and a generous helping of fair weather brought more than four hundred librarians and trustees plus thirty-five exhibitors to one of the finest meetings of M.L.A. Eric Moon, editor of the Library Journal, keyed the conference with an address entitled "Golden Morning of Sometime." Developing four basic points for librarians, i.e. learn to live with and exploit the machine; the librarian, what is he?; the thinking librarian as an individual; and learn to live with and explore politics, the editor set the tone not only for the afternoon panel on "New Patterns in Service" but also for the after-dinner program where the architect for the Boston

Public Library, Philip Johnson, attacked the topic "Design for Tomorrow" in a humorous perhaps somewhat controversial fashion. John Humphry, New York State Librarian, participated in the afternoon panel with Massachusetts librarians Jack Bryant and Mrs. Mildred Wagner. Treating of new patterns in service to students Mrs. Wagner spoke generally of Cooperation, Coordination and Legislation. Cooperation, a state of mind in the individual, is a prerequisite for coordination and cannot be legislated. She pointed to the need for a recognition of the responsibilities of school and public libraries in the community.

President Rita Steele conducted the M.L.A. business meeting at which the Scholarship Committee awarded two \$500 scholarships to Miss Gunn (\$500 from H.R. Huntting Co., Inc. of Chicopee) and Mrs. Mary Ann Hales (\$500 from the Faxon Company). A third \$500 scholarship from Wells Bindery, Inc. will be announced later. Unopposed nominees elected at the conference to State Association offices include president Arthur Kissner, Fitchburg Public Library; vice-president Robert G. Newman, Berkshire Athenaeum, Pittsfield; secretary Mrs. Betty Flynn, Bureau of Library Extension, State Department of Education; treasurer Henry Bates, Jr., Thomas Crane Public Library, Quincy; and archivist Reverend Brendan Connolly, S.J., Boston College Libraries, Chestnut Hill.

Joseph Hopkins, President of the Public Library Administrators Section, moderated a most informative program on Collective Bargaining and Massachusetts Libraries. Representatives from the Massachusetts Labor Relations Board clearly spelled out the whys and hows of librarians organizing collectively. Other subjects discussed at various M.L.A. section meetings were children's libraries for tomorrow, hospital library services in relation to federal funding under Title III LSCA, and services to students and young adults.

Luncheon speaker on Thursday, P. Albert Duhamel, literary editor for a Boston newspaper and professor at Boston College, brought the two-day meeting to a conclusion with an interesting, informative discussion and comparison of best sellers today and yesterday. Many conferees took advantage of the tours of public, special and college libraries located in Amherst, Springfield, East Longmeadow, and Westfield.

ALL-INCLUSIVE FREE TRAINING FOR LIBRARIANS

Thirty-eight colleges and universities in 24 states and the District of Columbia have been awarded 501 graduate fellowships in library and information science education under P.L. 89-329, the Higher Education Act of 1965, Title IIB (see NEWS LETTER, February 1967). Of the total number of fellowships awarded, 116 will be at the doctoral level, 58 at the post-master's level, and 327 at the master's level.

New England recruiters for librarian-ship as well as prospective Simmons College library school students take heed! Fifteen fellowships equalling \$97,800 under Title II of the Higher Education Act have been awarded to the School of Library Science at Simmons College. Each fellowship will include a \$2,200 cash stipend for the academic year, 1967-68, and a \$450 stipend for the summer session of 1968 plus free tuition, travel from and return to point of origin, and a partial dependency allowance. The institution receives \$2,500 for each fellow to help defray the cost of instruction for an academic year and \$500 for the summer. Students seeking fellowships should apply directly to the participating institution, which will have sole responsibility for the selection of student recipients of fellowship awards.

* * * * *

WATCH FOR THIS

The Summer 1967 compilation of library science courses is being mailed to all public libraries in the Commonwealth. Included are 271 library science courses offered by 23 institutions of higher education located in New England, New York, New Jersey, and Pennsylvania.

The compilation should be called to the attention of all library staff members and also posted as a further reminder of the numerous opportunities for summer study. There is something for everyone - from the non-credit courses that could give new meaning and perspective to a library assistant's special duties and responsibilities, to the challenge of embarking on a program of study that will lead to a Master's in library science degree, to the library science courses for com-

pliance with the professional training required of new chief librarians.

* * * * *

CALENDAR OF EVENTS

June 6.....CRAC Annual Meeting,
Fitchburg
June 7.....Annual Meeting Eastern
Region Library Advisory
Council, Wellesley
June 25-July 1..ALA Conference,
San Francisco
October 4-7.....NELA, Portsmouth, N. H.,
Wentworth-by-the-Sea

* * * * *

STANDARDS, '66 EDITION

When next you quote national standards of public library service as bench marks for evaluation, make certain that they are drawn from the new, officially-adopted 1966 edition. MINIMUM STANDARDS FOR PUBLIC LIBRARY SYSTEMS, 1966 prepared by the Standards Committee and Sub-Committees of the Public Library Association, is the American Library Association's 1967 publication which supersedes the 1956 document entitled PUBLIC LIBRARY SERVICE: A GUIDE TO EVALUATION WITH MINIMUM STANDARDS.

The 69-page paperback is similar in format to its predecessor. The 66 guiding principles are set in boldface type with the more than 150 standards under the principles and numbered in italic Roman numerals.

As could be anticipated, the requirements specified in the 1966 document are different from those promulgated in the 1956 publication. For example, the new publication recognizes a place for three levels of library personnel - professional, sub-professional, and clerical - and specifies college graduation for those in sub-professional positions. For quantitative figures on collections, the 1956 publication would require "at least 100,000 volumes of currently-useful printed material in a library system" while the 1966 document states that "the headquarters should contain at least 100,000 adult non-fiction titles."

Copies of this 1966 edition of the standards are available for loan from the

Bureau but the majority of public libraries will want to purchase a copy from the American Library Association's Publishing Department at 56 East Huron Street, Chicago, 60611. Cost is \$1.75.

* * * * *

COLLECTIVE BARGAINING ACTIVITY

At the recent M.L.A. conference, a three page report of findings from a questionnaire survey on the impact and implication of the Massachusetts "Collective Bargaining" law on Massachusetts public libraries was distributed at the Public Library Administrators meeting. The purpose of the survey was to measure the present extent of collective bargaining in the public libraries of the State, to alert librarians to some of the aspects of the law, and to provide some pertinent information that may be of use in understanding this development. Watch for your copy of the findings which will be mailed to every public library in the State.

* * * * *

ALA IN SAN FRANCISCO

"Crisis in Library Manpower - Myth and Reality" is the theme of the special Presidential program to be introduced by Miss Mary V. Gaver, President, at the first General Session of the American Library Association's 86th Annual Conference scheduled between June 25 and July 1 in San Francisco.

The attack on the library manpower shortage is designed to stimulate discussion of the true nature and causes of the shortage and to promote concrete solutions to the problem. The program will consist of five sessions scheduled between Sunday, June 25 and Thursday, June 29. Serving as springboards for study-discussion groups will be a major address by Dr. Douglas Knight, Chairman of the National Advisory Commission on Libraries, and a film whose title is the theme of this special program. Pre-registration is required for attendance at all but the opening session.

Conferees will find it difficult to make a choice, so many and so timely are all the subjects scheduled for discussion

at the tremendous number of meetings scheduled not only during the week of the Conference but also at the pre-conference workshops. "Orientation of the Out-of-School Adult to the Use of the Public Library" is but one of the pre-conference workshops. Since only 300 can be accommodated in the workshop, advance registration is required.

Lack of space in this publication makes it impossible to focus your attention on the other equally important subjects that will be under discussion at the 86th Conference. Just one bit of advice to those fortunate enough to be a conferee. Meetings are scheduled from 8:00 a.m. to 10:00 p.m. or later, but don't forget that San Francisco is one of the most beautiful cities in the world. Squeeze out some time to enjoy a few of its many charms.

* * * * *

A TALLY OF "TRAINING" FINANCES

Such encouraging news, as that reported by the U. S. Office of Education on available financial help for library training, suggests a tally of the number of scholarship aids available to prospective librarians in Massachusetts for 1967-1968.

New England Library Association
2 to 3 scholarships at approximately
\$1000 each.

Massachusetts Library Association
5 partial scholarships at \$500 each.

Higher Education Act of 1965, Title
IIB 15 fellowships (Simmons College)
each at \$2,200 plus.

Not to be forgotten are the several national scholarships available to prospective library school students; i.e. AAUW, Catholic Library Association, Library Binding Institute, Frederic G. Melcher, to mention but a few.

* * * * *

TIGHTENING OF BUDGETS AND BELTS

Those interested in further development of basic library programs through the use of Federal funds in Massachusetts will

not be happy to hear that the House Appropriations Committee passed H.R. 10196, the 1968 Labor-HEW Appropriations Bill stating that no increase over the budget request for any appropriation has been recommended.

"In view of the current and prospective fiscal situation with regard to the Federal budget, the committee has taken a harder look at the budget requests than at any time in recent years...the committee is recommending reductions from the budget totaling \$185,115,000."

Assuming that this report passes the Senate Appropriations Committee as well, what curtailing effect does it have on Massachusetts? It is a matter of authorization vs. budget and the Library Services and Construction Act comes off looking something like this in Massachusetts: Title I Services: Authorization \$1,223,917; Budget Recommendation \$940,815; Decrease of \$283,102. Title II Construction: Authorization \$1,375,477; Budget Recommendation \$729,579; Decrease of \$645,898. Title III Interlibrary Cooperation: Authorization \$192,309; Budget Recommendation \$40,000; Decrease of \$152,309. Title IV A State Institutions: Same as Title III. Title IV B Handicapped: Authorization \$100,871; Budget Recommendation \$25,000; Decrease of \$75,871.

Communications with Senate Appropriations Committee Members are in order with concentrated efforts by constituents directed to the Labor-HEW Subcommittee chaired by Senator Lister Hill. Let them know what curtailing effect the House passed amounts will have on Massachusetts programs.

* * * * *

UNDER COVER

All public libraries in the Commonwealth receive the following with this issue of the NEWS LETTER:

CHILDREN'S BEACON - the May
1967 issue of the Bureau's
publication.

* * * * *

June 19 1967

The House of Representatives was held in session from 10:00 AM until the afternoon session.

Secretary of the House of Representatives

The House of Representatives was held in session from 10:00 AM until the afternoon session. The books were found everything satisfactory.

The Librarian's report was read and accepted.

Old Business: I discussed again about a vacuum cleaner for library use, there is one being offered the library for its use and it is promised for the year.

There will be no Trustees meetings during July and August. The next meeting to be held on September 11th.

Respectfully submitted,

Robert R. Brown
Secretary

Sept 13, 1967

The September meeting was held with five trustees present.

Secretary's report was read and accepted

Treasurer reported a balance of \$1663.55

Librarian's report for the summer was read. There was an increase in both children's and adult books.

There was a display in the library of paintings by a local artist, Prentice Crocker.

Old Business:

We have purchased a used vacuum for the library for \$31.75

Mr. Dan Cutting has resigned his work at the library and Mr + Mrs George Call have agreed to do the interior cleaning but no outside work.

Lynn Kinner has agreed to keep path and steps clear of snow this winter.

Respectfully submitted
Aubrey R Brown

September, 1967

13

Report to Trustees

At Griswold Memorial Library during July and August we had a summer reading program, using the material of the Children's Book Council for elementary school children. Forty-one children participated; and seventeen read the fifteen books required for earning certificates. It created much interest and an increase in book circulation. Juvenile book circulation increased from 170 volumes in June to 481 in July and 512 in August. There was also an increase in Adult book circulation.

On August 30th, I arranged for Mrs. Arthur Bishop of Shelburne to entertain the children with a talk on horses; I awarded their certificates following the talk, and treated the twenty-five children and several adults who were present to ice cream in dixie cups. The response of both children and parents was gratifying.

The cost of the summer program was \$1.90 for material and \$3.00 for dixie cups, making a total of \$4.90. (I paid for a dozen dixie cups that were left over, and bought a box of stationery for Mrs. Bishop.)

The only other expenditures for the two months were for a pen, tape and postage, making a total of \$1.09. We have spent, since June 1, \$6.99 and have taken in from fines \$9.03.

The library has been open the full time, and I have been able to attend it.

Prentice Crisier, a local boy who is studying at the Vesper George Art school in Boston, asked to display some of his art at the library. It has been an attraction, as people who read the newspaper publicity have been coming in to view his work. Also I feel it is proper to encourage a young artist.

The book committee met regularly until the vacation months, and we have ordered the year's quota of books, I believe. With the cost of the magazines and the installment of the encyclopedias, it should total about \$500. The committee is meeting next week, and we'll build up a list of new books to order as needed.

Respectfully submitted,
Louise O'Brien

October 11, 1967

The October meeting was held with four trustees present.

Secretary's report was read and accepted.

Treasurer reported a balance of \$1215.58 in the checking account.

Librarian's report for September was read.

Old Business:

The vacuum purchased for library use has been returned for repairs.

New Business:

It has been decided to repair the sign of library days and hours in front of the building.

The rain gutter backed up with the water coming through the ceiling, several books were damaged.

The gutter has been cleaned and fixed to prevent further damage.

Respectfully submitted
Audrey R Brown



October, 1967

Report to Griswold Memorial Library Trustees
for September, 1967.

At the last meeting of the Book committee several suggestions were made which might interest the trustees. The committee urged more publicity, so I sent in a report of the meeting, and the engagement of new janitors. It was also suggested that our outside sign should be repainted to make the hours more legible.

We took in \$4.59 in fines during September. I paid out \$3.21 for catalog tabs and postage. One bookmobile book was lost last year, so I ordered a replacement, and Mrs. Gossell paid for it. (her daughter had lost the book.)

The library has been open the full time with myself in attendance. On September 28 I attended a library session at the Goshen library, where Miss Church of the Regional office spoke on "weeding" books. There was a good attendance and it was as beneficial chatting with other librarians and exchanging ideas, as it was to hear the planned program.

The new janitors are going a wonderful job. The library is clean and warm every day now. Gladys Call has called me several times to check, and they seem very conscientious. They were very good about trying to save the books when the water came in from clogged drains.

No special display was planned for September, but we had pictures on the bulletin board of children returning to school in many countries and in different ages.

For October we'll have seasonal pictures depicting Columbus day, autumn foliage and a Hallowe'en exhibit.

Respectfully submitted,

Louise O'Brien, Librarian

Nov 8, 1907

The November meeting was held with
four trustees present.

The secretary's report was read and accepted.

The treasurer reported a balance forward of
\$1130.23 - the checking account.

The librarian's report was read and it was
noted the library received several
gift books.

New Business

Halloweem Painters have damaged
the newly painted signs on front of the library.
The town constable will be notified.

The library will try to recover the history
of Calumet. It is in manuscript
form from the estate of the late Mr.
Carl Smith.

The manuscript was taken from the
library by Mr. Smith for research work.

The good friends are doing very satisfactorily.

Respectfully submitted

Andrew N. Brown

Secretary



Report to the Board of Directors of the Library Association

The month of November, 1938, passed with a fair amount of activity. The total amount of fines and paid out 27 cents for books.

The monthly dues in fines and paid out 27 cents for books.

Fourteen-day reading certificates were awarded this month.

The yearly report for the town report has been written and turned in to the town clerk.

John Hale worked for me one afternoon and evening, and I was visiting at the home of the family. The library has been open regular hours.

This month's bulletin board features "American Winter Scenes", and I have a copy of the book "The Three Bears and Goldilocks" story illustration to interest the children.

Respectfully submitted,
Louis O'Brien

December 13/1967

The trustees meeting for December was held with four members present.

Secretary's report was read and accepted.

The Treasurer reported a balance of £104.00.

Librarian's report for last month was read.

Ed. Business.

The library sign that was damaged at Hallowston was reported to the town constable but no action has been taken as yet.

It was known in Hallowston satisfactory job on the snow removal.

Mr. Hagen, Mayor of Hallowston, will look for the History of Hallowston manuscript that was in the possession of the late Mr. East Hallowston.

New Business.

It was noted not to receive any more collection of £100.00 annual report.

It was noted to pay dues for Librarian and Institutional memberships in the Massachusetts Library Association. The fee is eight dollars.

In faith.

Respectfully submitted
Timothy R. Brown

December, 1967

Report to Griswold Memorial Library Trustees

Book circulation during November, 1967 totalled 567 books, 326 adult and 191 children; 114 bookmobile and 17 records.

We received \$3.33 in fines during November; and paid out \$5.44 for Book Week prizes (two books), typewriter paper, glue and postage. \$1.00 was sent toward a presentation book for Mr. Taplin, retiring head of the Western Regional Library System. I wrote a short letter to be included in the book.

Reading certificates have been awarded to six pupils of the sixth grade since the beginning of the fall semester.

A genealogy of the Bell family of Colrain was presented to the library by Mrs. Nellie Curtis McCall of Fairfax, Virg.

We have received several books as gifts; I have written two thank you letters to donors. The books are listed at the end of this report.

The book committee met in November; and will meet next in January, omitting December because of the holiday and end of the year.

This month our theme is Christmas Around the World, and I am using the pictures which we bought last month to illustrate the theme. We also have placed Christmas decorations around the library.

Respectfully submitted,

Louise O'Brien

December 1967.

New books added to library:

Marshall	Let's Keep Christmas
Steinbeck	The Pearl
World Beneath the Sea	
Andrews	A Lamp for India-Madame Pandit
Bowen	Miracle at Philadelphia
Growth	Highway Robbery
Graham	Wit and Wisdom of Billy Graham
Truman	Good Old Harry
Wilkins	Last of the Saddle Tramps
Fuchs	Those Peculiar Americans
Watson	Hand Bookbinding
Bonham	Winston Churchill
Maugham	Of Human Bondage

Replacements:

Buck	The Good Earth
Grey	Spirit of the Border
Hilton	Lost Horizon

Juvenile:

Story of Dr. Doolittle	A Shepherd
Tale of Peter Rabbit	The Runaway Brownie
Tale of Mrs. Tiggy-Winkle	The Little Duster
Strange Sea Shells	

Gifts

Outdoors USA Yearbook of Agriculture	
For My Great Folly	- Regional
Dylan Thomas in America	"
Life Among the Savages	"
Planning and Forecasting in Defense Industries-	Margaret Lively
The Surgeon	- Juanita Demerais
The Tulip Tree	"
Bride of Pendorric	"
The Principal	"
The devil's harvest	"
A century of Christian Science healing	- Christian Science Church
Mary Baker Eddy	" " "
6 volumes of American Heritage magazine	- Royal Davenport
2 Condensed books, Reader's Digest	" " - 2

I have been thinking of you
and wondering how you are getting on.
I hope you are well and happy.
I have been very busy lately,
but I will try to write to you
more often in the future.

With love,
Your friend,
John Doe

1911

I hope you are well and happy.
I have been very busy lately,
but I will try to write to you
more often in the future.

With love,
Your friend,
John Doe

I have been thinking of you
and wondering how you are getting on.
I hope you are well and happy.
I have been very busy lately,
but I will try to write to you
more often in the future.

January 17, 1962

The trustee meeting for January was held
with three members present.

Secretary's report was read and accepted.

The Treasurer's report for December was read.

Old business.

Herb Simons has repaired the library
sign that was damaged due to vandalism
on Halloween.

Respectfully submitted
Audrey R. Brown

February, 1963

Report to Griswold Memorial Library Trustees

Book circulation during January, 1963 totalled 400 books loaned, of which 376 were adult books, 125 juvenile and 120 bookmobile books. Two books were borrowed on interlibrary loans.

Four state reading certificates were awarded Colrain Central pupils.

We took in \$2.13 in fines; and paid out \$1.28 for postage and two new notebooks.

The library was open the regular hours with the exception of two days when Susan Hale worked for me, and the hours were shortened in the afternoon, because of her school on these days.

The book committee meeting was postponed until next month because of illness of the members.

Mrs. Rockwell Donelson gave the library two poems written by Lorenzo Griswold. These have been placed in a folder, and are kept on the shelf with the scrap books. Charles Mayer gave a children's book. Several newly purchased books are listed below.

Pictures of Lincoln and the restoration project at Salem, Illinois are featured on the bulletin board this month.

Respectfully submitted,

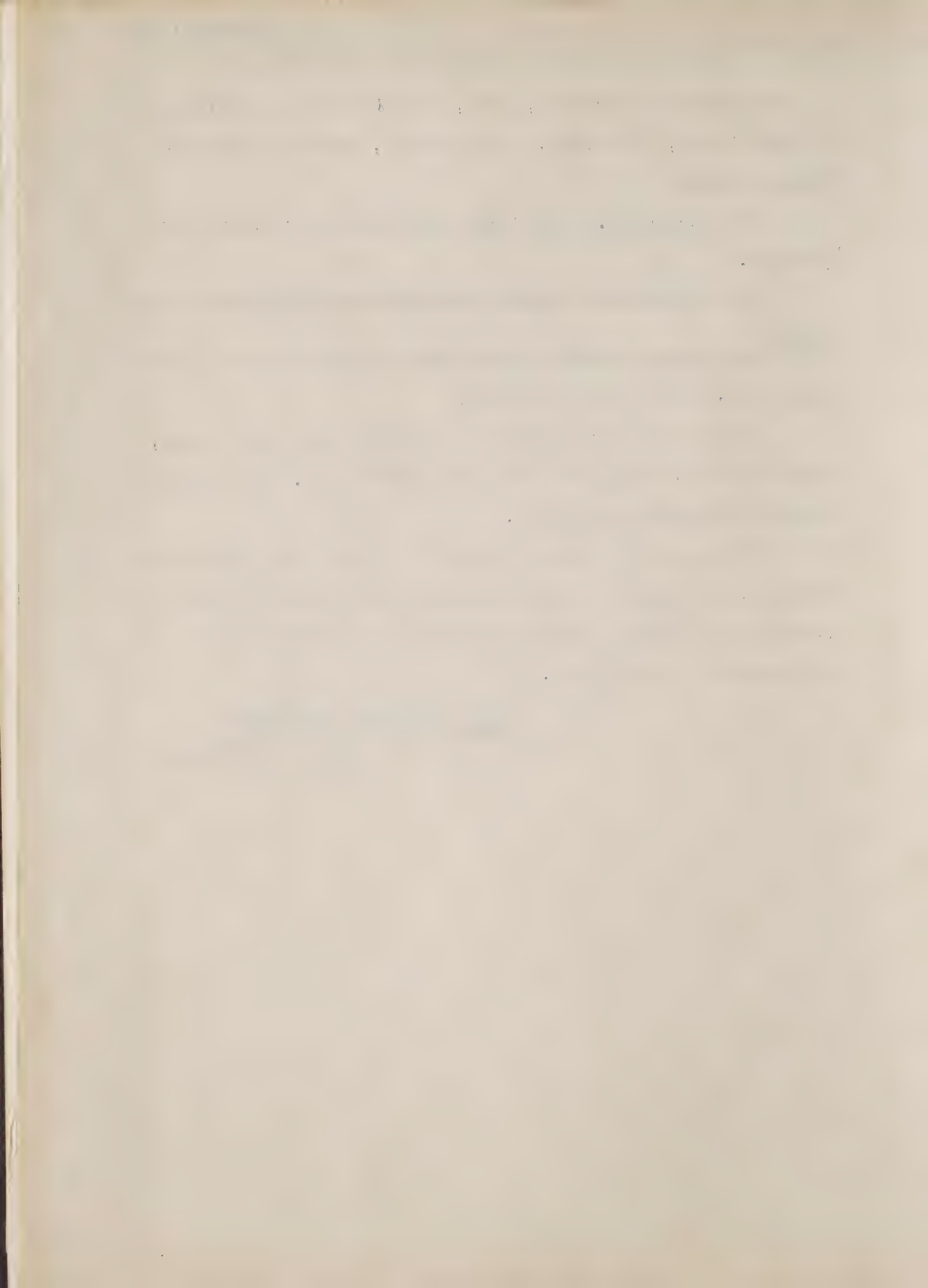
Louise D. Brown

New Books:

National Geographic- The Revolutionary War
Christie- Third Girl
Borland- Hill Country Harvest
Eisenhower- At Ease
Gould- Robert Frost
Huxley- Their Shining Eldorado
MacLennon- Return of the Sphinx
Needham- Book of Country Things

Juvenile:

At the Circus with Topo Gigio
Why the Chimes Rang
The Santa Claus Book
If You Had a Pony
Story of Dwight D. Eisenhower
Case of the Dumbbells
Farewell to Shady Glade



February 14, 1968

The February meeting was held with all six members present.

The secretary's report for January was read and accepted.

The treasurer reported a balance of \$911.85.

The librarian gave her report for January.

New Business.

Mrs. Bolland Eppard and Mrs. Beulah Hammett were re-elected for three year terms as library trustees during the recent town elections.

A motion was made and passed that all library trustee members continue for another year in their respective positions.

Our librarian as of March first 1968 will receive the minimum wage of \$1.60 per hour.

An effort will be made through town selectmen or the town treasurer to secure a way to pay social security for the librarian.

Mrs. O'Brien will try to recruit some new members for the Book Committee.

Respectfully submitted
Audrey R. Brown
Secretary

February, 1968

Report to Griswold Memorial Library Trustees

Book circulation during January, 1968 totalled 496 books loaned, of which 276 were adult books, 125 juvenile and 110 bookmobile books. Two books were borrowed on interlibrary loans.

Four state reading certificates were awarded Colrain Central pupils.

We took in \$1.13 in fines; and paid out \$1.28 for postage and two new notebooks.

The library was open the regular hours with the exception of two days when Susan Hale worked for me, and the hours were shortened in the afternoon, because of her school on these days.

The book committee meeting was postponed until next month because of illness of the members.

Mrs. Rockwell Donelson gave the library two poems written by Lorenzo Griswold. These have been placed in a folder, and are kept on the shelf with the scrap books. Charles Mayer gave a children's book. Several newly purchased books are listed below.

Pictures of Lincoln and the restoration project at Salem, Illinois are featured on the bulletin board this month.

Respectfully submitted,

New Books:

National Geographic - The Earth and Its People
Christie- Third Girl
Borland- Hill Country Harvest
Eisenhower- At Ease
Huxley- Their Shining Eldorado
MacLennan- Return of the Sphinx
Needham- Book of Country Things

Juvenile:

Why the Climes Rang
The Santa Claus Book
If You Had a Pony
Case of the Dumbells
Farewell to Shady Glade

March 20, 1908

The March meeting was held at the same place as the January meeting.

Business Report - Treasurer reported a balance of \$107.22 in the checking account.

The library gave out report for February.

Old Business

The members of the History of Colorado that were in the possession of the note sent South were being held by Mr. Harper who was waiting for the note to be sent with the South estate.

This matter will be discussed with the Town authorities.

The library has now almost completely away of the History of Colorado and some other books. Many have been sent to Mr. Conroy and being the people of the town that should be a donation to the town.

New Business

Library book list is report 22nd to April 20th. Mrs. O. Brund will send Mrs. Brewster Carter of Greeley to show slides and book report her trip to Grand Canyon.

The next meeting will be on April 10th.

Respectfully submitted
Candace O. Brown
Secretary

March, 1938.

Report to the Griswold Memorial Library trustees

Book circulation at Griswold Memorial Library was slightly lower during February, 1938, with a total of 461 books borrowed. Of these 243 were adult, 120 juvenile and 98 bookmobile books.

\$2.54 was received as fines this month. Expenses were high, as I used \$3.41 to buy catalog cards and book cards, rather than go through the red tape of having Earle send for them, as our supply was exhausted and I needed them immediately. I also spent 48 cents for typewriter paper and 10 cents for postage. We have only 69 cents on hand. The library was open full time; Susan Hale worked for me one evening.

One honor certificate and ten five-book certificates were made out for Colrain Central school pupils in February.

Mrs. Sewall gave the library a copy of Gone with the Wind, and Jo-Anne Urban gave us about thirty paper backs and light fiction for children.

The representative of Barnard Bookbinders picked up seventeen of our books for rebinding. These were all good books which would have to be replaced, with the exception of the Mary P. Wells Smith books. These are old books, but may become more valuable in the future. I kept out the Boy Captive of Old Deerfield original for the consideration of the committee. The representative came on a Thursday, so I made a hurried trip to Colrain when he called me. Mrs. Howard Carpenter sent two of her books with ours.

The book committee met with four present. Mr. and Mrs. James Bowen and Pearl Germain have consented to work on the committee, which also includes Mary Schneider, Althea Caswell, Mrs. Fennegar and Charles Mayer.

Respectfully submitted,

Louise O'Brien

April 1, 1965

Mr. Halland,

Because of health & other
problems I feel that I must
submit my resignation as a
trustee.

I have thoroughly enjoyed
my season on the board.

Very Truly,

Beulah Hammett
47 State St.
Shelburne, Vt., Mar.

April 10, 1968

The April meeting was held with four members and the librarian present.

The treasurer reported a balance of \$491.42.

The librarians report for March was read .

Old Business:

Nothing will be done about the History of Colrain manuscript until Mrs. Lillian Brigham finishes her work with it, she is writing a thesis. Mrs. Katherine Avery has sent a letter to Mrs. Cram from Carl Smith.

New Business:

Miss Winnifred Curtis will speak and show slides Thursday April 25, at the library. A coffee hour will follow.

The library will accept a lighthouse from Mrs. Jeanette Tetreault.

Mrs. Beulah Gammell has resigned from board of trustees due to ill health.

Mrs. Louise O'Brien and Mrs. Audrey Brown will attend a library trustee workshop at Springfield College on April 27.

Respectfully submitted

Audrey R. Brown
secretary

April 10, 1948

Report to Griswold Memorial Library Trustees

Books loaned from the Griswold Memorial Library during March, 1968 totalled 536. Of these 381 were adult, and 156 were children's books. Ninety-nine bookmobile books were loaned.

We received 87 cents in fines; and paid out 21 cents for postage. We now have \$1.55 in petty cash, that is April 1.

The library was open the full time with the exception of one evening when I had to close it because of a storm.

The library received five paper backs from Charles Ainsworth. These books I add cards to and put them up for circulation, but do not catalog them, as they will soon wear out and have to be discarded. Yesterday, Mrs. R. Sedgwick brought in several boxes of good books. Of these we can use about thirty-five. A few had to be discarded because of condition; ^{Some} ~~the~~ others will be donated to a hospital or the Salvation Army, if agreeable to the committee.

During March I made out twenty-one state reading certificates, and one honor certificate. The children are very interested in attaining the certificates, and look for their names in the paper publicity.

The book committee met with eight members present, a record.

Miss Winnifred Curtis has agreed to come for our program April 25, and will show slides on "A Romp through Great Britian," which will make an interesting and educational program.

On display this month are religious wall hangings and other fancywork in keeping with the Easter season. Townspeople have been kind in loaning articles for the exhibit.

The kindergarden and first grade pupils will attend a children's program here Friday, April 26. I intend to pick up the slides in Greenfield Thursday.

Respectfully submitted,

Louise D. Brown



May 4, 1968.

To the Trustees of the
Greenwald Memorial Library, Cohasset, Mass.

Mr. Rolland W. Gifford, Jr. Chairman.

Dear Rolland,

This note, in part, is a thank-you for a
reassuring and very pleasant evening during
National Library Week, and a request which I
hope you will consider.

Our Librarian is planning for the second
year to attend the University of New Hampshire
this Summer and I have only just come to realize
what an investment it really is! So, only as my
personal suggestion, could the Trustees find it
possible to vote to finance at least a part of this
study? If I am not mistaken the Registration
Fee is ten dollars, the Room and Board one
hundred dollars, the Course Fee thirty-five
dollars a week (?) and in addition the travel to
and from Durham.

What a good cause to support both for our
Town and our Library!

Hopefully yours,

Helen D. Sewall

Voted to Pay 70.00 for course
also 10.00 Reg fee

*Mrs. Carl V. Sewall
Griswoldville, Massachusetts*

May 8, 1968

The May meeting was held with five members present.

The secretarys report was read and accepted.

Treasurer Report:

The treasurer reported a balance on hand of \$87.57 with the town appropriation not yet deposited.

Librarians Report:

The librarians report for April was read and enclosed with the minutes.

Old Business:

The regulator for the furnace will be installed by Herb Saunders.

A letter will be sent to the Selectmen advising them of Mrs. Gammells resignation.

New Business:

It was voted to have window boxes for flowers put on the balconey ledges.

The front steps are settling somewhat, they will be filled underneath with more soil.

There will be a fine free week for overdue books from May13th toMay 18th.

Mrs. O'Brien will take a three week course on library management at the University of New Hampshire from July 8th through July 26th.

A motion was made and passed to pay \$70 towards the course.

The ten dollar registration fee was givin by an anonymous donor.

The next meeting will be held on June 12th.

Respectfully submitted

Audrey R. Brown

secretary

1. The first part of the report is a summary of the work done during the year.

2. The second part is a detailed account of the work done during the year.

3. The third part is a summary of the work done during the year.

4. The fourth part is a detailed account of the work done during the year.

5. The fifth part is a summary of the work done during the year.

6. The sixth part is a detailed account of the work done during the year.

7. The seventh part is a summary of the work done during the year.

8. The eighth part is a detailed account of the work done during the year.

9. The ninth part is a summary of the work done during the year.

10. The tenth part is a detailed account of the work done during the year.

11. The eleventh part is a summary of the work done during the year.

12. The twelfth part is a detailed account of the work done during the year.

13. The thirteenth part is a summary of the work done during the year.

14. The fourteenth part is a detailed account of the work done during the year.

15. The fifteenth part is a summary of the work done during the year.

16. The sixteenth part is a detailed account of the work done during the year.

17. The seventeenth part is a summary of the work done during the year.

18. The eighteenth part is a detailed account of the work done during the year.

19. The nineteenth part is a summary of the work done during the year.

20. The twentieth part is a detailed account of the work done during the year.

21. The twenty-first part is a summary of the work done during the year.

May 1948

Report to Trustees of Griswold Memorial Library

Book circulation during April, 1948 totalled 597. Of these, 266 were adult books, 25 juvenile, and 79 bookmobile. Five records were borrowed.

We took in \$2.61 in fines; and paid out \$1.34 for postage, table cover and napkins for the library program.

The library program for National Library Week was well-attended, sixteen adults present, and the talk by Miss Winnifred Curtis of Greenfield was interesting and informative, as well her slides of Great Britian. Refreshments of coffee and cookies were furnished and served by the trustees, as we know. I also gave Miss Curtis a box of maple sugar, as she doesn't charge for her program.

The following day I came to the library in the morning for a program for the kindergarten class; and another for the afternoon class and first grade. I conducted a tour of the library, demonstrated techniques, checked out a book for each one of the forty children, gave them each a bookmark, and read both groups a story. We also showed them a film which I borrowed the day before from the Regional Library. The teachers and children were appreciative. In fact, the next day I found a thank you note and little box of candy from them in the door. The note was signed by the morning kindergarten class with their individual signatures!

This month I made out 8 five-book reading certificates; and two twenty-book honor certificates.

The book committee met as scheduled. New books recently received are listed at close of report.

Jeanette Tetreault brought in the model lighthouse con-

library. It's very attractive, as well as unique.

The library has been open all regular hours, plus the Friday morning mentioned above.

Audrey Brown and I attended the Library Trustee's Workshop at Springfield College April 27; and gained new insights into the library situation.

Respectfully submitted,

Louise O'Brien

New books:

Dalbier	Donny Boone
Goudge	A Christmas book
Camus	The Stranger
Stone	Lust for Life
Knowles	A Separate Peace
Fitzgerald	The Great Gatsby
Faulkner	The Sound and the Fury
Ogburn	Winter Beach
Michael	Antiquing with George
Mitchell	Gone with the Wind (gift)
Shadbolt	Isles of the South Pacific
Grosser	The Hobby Shop
Hitchcock	Stories that scared even me
Beattie	My ten secrets of skiing
Hallet	Animal Kitabu
James	The Ambassadors
Undset	Kristin Lavransdatter
1968 Americana Annual	
Great Museums of the World- Louvre, Paris	
Burroway	The Dancer from the Dance
Ramuz	Terror on the Mountain
Wolff	A Trace of Footprints
Gallico	Thomasina (gift)
Chasino	Van Cliburn Legend (gift)
Richter	The Sea of Grass

Juvenile:

The Magic Finger
Looking at Art
The American Witch
The Popular Crowd
Nature Crafts (gift)
Animal Camouflage "
Nature walks "
Old Ramon
Best Foot Forward

June 19, 1968

The June meeting was held with three members present.

There was no report from the secretary or treasurer this month.

The librarians report was read.

New Business;

Two new fire extinguishers were purchased for the library through Kendall Co. There are powder type extinguishers.

It was voted to give five dollars to help a Buckland girl go to the library workshop for two weeks this summer. The girls name is Faye Mowery.

The next meeting will be held on September 11,.

Respectfully submitted

Louise O'Brien

secretary Pro Tem

OF THE AMERICAN MEDICAL ASSOCIATION

PUBLISHED WEEKLY

CHICAGO, ILL., U.S.A.

VOLUME 1

NUMBER 1

JANUARY 1, 1912

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OF THE AMERICAN MEDICAL ASSOCIATION

PUBLISHED WEEKLY

CHICAGO, ILL., U.S.A.

VOLUME 1

June, 1931

Library
Report to Trustees of Griswold Memorial Library

Total book circulation during May, 1931 was 314 books, of which 310 were adult, 220 juvenile, and 47 bookmobile. The bookmobile has not stopped here with books for several months because of the illness of the driver, and so our circulation in that department is down. I have made several trips to Greenfield to pick up requested books.

We took in \$1.27 in fines; and also had a fine free week, which brought back a few overdue books. There are very few out, but one family disclaims any knowledge of lost books. One other book was taken by Mr. Williams, the former Methodist minister, and I have been unable to get that. I suppose we must resign ourselves to losing an occasional book. We paid out \$3.14 for postage, paper and a World Almanac.

The seventeen books returned from the Barnard's Binders are fine, except for one which has a few pages reversed. They will repair this on receipt of the book.

The library was open the full time.

I have made out ten book certificates since May 1. One of these was a twenty-book honor certificate. The children have shown renewed interest in making reports on their books this year. This is the ^{fifth} ~~third~~ honor certificate awarded this school year. I think that their reading has been encouraged by the newspaper publicity I give to certificate winners.

There have already been many favorable comments on the flower boxes, which really add a great deal to the appearance of the building. Charlie Ainsworth has been mowing the lawn with diligence and enthusiasm.

The book committee met. It will meet in June, but has been postponed until September.

Respectfully submitted,

June P. Brien

September 11, 1968

The September meeting was held with four members present.

The secretarys report was read and accented.

There was no treasurers report this month.

The librarians report was read.

OldBusiness;

Herb Saunders has installed the new heat regulator for the furnace.

Mr. Saunders is trying to find a delayed switch for the outside lights.

Mrs. O'Brien went to the University of New Hampshire this summer for three weeks to take more library courses.

New Business;

It has been agreed to change the library hours to three to eight pm.

Elaine Lively will be substitute this year.

It has been agreed to change the trustee meetings to the third Wednesday of each month.

The next meeting will be held on October 16th.

Respectfully submitted
Audrey K. Brown
secretary

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September, 1968.

Report To Griswold Memorial Library Trustees

The following report will include the summer months of July and August. In July the book circulation was adult-254; juvenile-242; bookmobile-56; total-552. In August the circulation was adult-284; juvenile-414; bookmobile -93; total-791. Records loaned for July-25; for August-48.

The summer reading program for children grades 1 - 6 during the month of August increased that month's circulation. Twenty children participate in the program, and ten received certificates for reading at least 12 books each. I made posters and cards for the program, which saved buying material. At the closing program I borrowed films from the Regional Library. Walter Schneider ran the town projector to show them to 25 children and 8 adults. Then they received their certificates; and we had the drawing for a prize book, won by Susan Hicks, and the other children were all given candy bars. The total cost of the program was \$1. for the candy bars; and a bill of less than \$2. for the prize book.

During July and August we took in \$7.11 for fines. We paid out \$7.90 for a bicentennial history of Sunderland, a States Rights book from the State of Virginia, notebook, paper and postage, and the candy bars for the reading program.

I attended a three weeks course at the University of New Hampshire, where I took the two courses, Library as a Reference Center, and Programs and Services for Children. The library paid \$70., the cost of the two courses, and I received a scholarship of \$80. from the state, which helped to pay for my room and board.

Pearl Germain worked 27 hrs. and Charles Mayer 14 hrs. at the library during my absence. Rosemary Lively worked one day for Pearl. Pearl worked as a favor to me, as she was shocked to learn that she would receive only \$1. an hour as a substitute, and also that my pay is only the state minimum of \$1.60.

Respectfully submitted, Louise O'Brien.

My dear Mr. [Name]

I have just received your letter of the 10th inst. and am glad to hear from you. I am well and hope this finds you the same. I have not much news to write at present.

I have been thinking much lately of the future of our country. It seems to me that we are passing through a great crisis, and that the result will determine whether we are to remain a united people or become a collection of warring states. I believe that the only way to preserve our Union is by a firm adherence to the principles of liberty and justice for all.

I am, Sir, very respectfully,
Your obedient servant,
[Signature]

I have no more news to write at present. I am, Sir, very respectfully,
Your obedient servant,
[Signature]

I am, Sir, very respectfully,
Your obedient servant,
[Signature]

October 16, 1968

The October 16th meeting was held with three members present.

There was no secretaries or treasurers report this month.

Old Business;

A new thermostat clock recently installed by
Herb Saunders was discussed.

New Business;

Holland Gifford reported he spent several hours
helping Howard Carpenter dig up the drain pipe where it was clogged.
The next meeting will be held on Nov. 20th.

Respectfully submitted

Audrey R. Brown

secretary

October, 1968

Report to Griswold Memorial Trustees

Book circulation during September, 1968 totalled 507 books, of which 264 were adult, 243 juvenile, and 115 bookmobile. Eight records were loaned. The bookmobile has made one visit this fall, and is greatly appreciated after the months of absence.

The book committee met last month. The meeting night has been set for the third Monday in the month. Trustees are always welcome.

The library was open the full time, with Charles Mayer substituting one day. Elaine Lively, a senior who lives here in town, has asked to work in the library when we need a substitute, so will call her when needed. She came in a few afternoons to learn the procedure.

I have purchased three new reference books, all Webster's dictionaries, Biographical Dictionary, Geographical Dictionary and Dictionary of Synonyms. These will be very valuable as many students come here for reference material.

We are planning a special display when Mrs. Gammell's book on quilting is published. She has agreed to arrange a display here at that time.

I attended a library meeting at the new Mohawk school in Buckland Thursday evening, when Fay Mowrey spoke of her workshop at the University of New Hampshire, which our library helped to sponsor.

Some of the boys brought the plant boxes in before the frost, and I'm experimenting with them in the windows. I'd like to keep them in blossom through the winter, but the sun may be inadequate.

Respectfully submitted,

Loise O'Brien,
Librarian.

Journal of the [illegible]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

[illegible text]

November 20, 1966

The November 20th meeting was held with five members present.

The secretarys report was read and accepted.

The Librarians report for last month was read.

Old Business;

Mrs. Velma Aiken was appointed by the Board of Selectmen and Library trustees to replace Mrs. Beulah Gammell, who has resigned,

New Business:

Mrs. O'Brien, librarian has asked to leave her position as trustee and will try to find a replacement.

Someone is needed to keep the walks shoveled this winter, Mr. Charles Ainsworth will be asked if he can do it for us. The next meeting will be on December 18th.

Respectfully submitted
Audrey R. Brown
secretary

1. The first part of the paper is devoted to the study of the

properties of the function $f(x)$ defined by the equation

$$f(x) = \int_0^x \frac{1}{1+t^2} dt$$

for $x \in \mathbb{R}$.

2. In the second part, we consider the function $g(x)$ defined by

$$g(x) = \int_0^x \frac{1}{1+t^2} dt + \int_0^x \frac{1}{1+t^4} dt$$

for $x \in \mathbb{R}$.

3. The third part of the paper is devoted to the study of the

properties of the function $h(x)$ defined by the equation

$$h(x) = \int_0^x \frac{1}{1+t^2} dt + \int_0^x \frac{1}{1+t^4} dt + \int_0^x \frac{1}{1+t^6} dt$$

for $x \in \mathbb{R}$. In the fourth part, we consider the function $k(x)$ defined by

$$k(x) = \int_0^x \frac{1}{1+t^2} dt + \int_0^x \frac{1}{1+t^4} dt + \int_0^x \frac{1}{1+t^6} dt + \int_0^x \frac{1}{1+t^8} dt$$

for $x \in \mathbb{R}$.

90,
November, 1968

Report to the Griswold Memorial Library Trustees

A total of 460 books and 14 records were loaned by the library during October, 1968. Of these 245 were adult books, 120 juvenile, and 95 bookmobile.

In fines we received \$3.10; and paid out 10 cents for postage.

Elaine Lively worked $4\frac{1}{2}$ hrs, part time on two afternoons. The library was open full time.

Charlie Ainsworth has not received all his pay for lawn mowing, and has been asking about it. I haven't received the registration gift given last July, or last month's salary. I would appreciate having it promptly for the next few months.

The book committee met last month; and is schedule to meet in November. Several new-books have been given to the library, by Fred Muehl.

For Children's Book Week, Nov. 17-23, I have arranged a special display of books for young people on hobbies. These range from making doll furniture and magic to all types of sports. It should be instrumental in interesting more youngsters in reading. I also sent a notice to the paper for publicity.

I have made out four state reading certificates so far.

Respectfully submitted,

June O'Brien

December 18, 1968

The December meeting was held with five members present.

The secretary's report was read and accepted.

There was no treasurer's report this month.

Old Business;

Herb Saunders has repaired the wall under the new thermostat.

One of the local Hicks boys will do the shoveling of the library paths this winter.

Mrs. Helen Call has agreed to replace Mrs. O'Brien for trustee member, Mrs. Call's nomination papers have been signed.

New Business,

Mr. Earl Lowell has resigned as treasurer and trustee member.

It has been agreed to have the town reports for the last nineteen issues enclosed in a binder.

Mr. Gifford has agreed to purchase a delayed switch for the outside light.

A discussion was held on ^{improving} the parking facilities for the library, no decision was reached.

The next meeting will be held on January 15th 1969.

Respectfully submitted
Audrey R. Brown
secretary

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December, 1968.

Report to Griswold Memorial Library Trustees

Book circulation during November, 1968 totaled 504. Of these 200 were adult, 192 juvenile, and 112 bookmobile books. Also 26 records.

We took in \$1.80 for fines; and paid out \$3.16 for guide tabs for the card catalog.

The library was open full time; Elaine L. vely substituted two hours one evening.

The book committee held its regular meeting. It was decided to post a list of new books at the Colrain store in the hope of attracting readers.

We have received the year book of agriculture from the office of Representative Silvio Conte.

I have given 8 state reading certificates this month.

~~The book committee postponed~~

Several people have been in or written for geneology information, including the Whitingham town clerk, who stopped in one evening last week.

There are some Christmas decorations, and I brought up a little tree. Another year it might be nice to buy a small artificial tree for the library.

Miss Grace Baker, bookmobile librarian, is retiring, and I attended the tea at Greenfield library in her honor. Also wrote a letter of appreciation from this library.

Respectfully submitted,

Louis O'Brien

December, 1933.

Report to Grinnell General Library Trustees

Book circulation during November, 1933 totaled 504. Of these 200 were adult, 153 juvenile, and 51 bookmobile books. Also 33 records. We took in \$1.50 for fines; and paid out \$3.15 for guide tabs for the card catalog.

The library was open full time; almost daily substituted

two hours one evening.

The book committee held its regular meeting. It was decided

to post a list of new books at the Grinnell store in the hope of

attracting readers.

We have received the year book of agriculture from the

Office of Representative Silvio Coste.

I have given 5 state reading certificates this month.

The bookmobile was repaired.

Several people have been in or written for genealogy

information, including the Whittier town clerk, who stopped in

one evening last week.

There are some Christmas decorations, and I brought up a little tree. Another year it might be nice to buy a small artificial

tree for the library.

Miss Grace Baker, bookmobile librarian, is retiring.

and I attended the tea at Greenfield library in her honor. Also

wrote a letter of appreciation from this library.

Respectfully submitted,

John C. Baker

